

Reference Number: F80-063

Senate Approval Date: Monday, September 01, 1980

PROCEDURES FOR SUBMITTING PROPOSALS FOR NEW OPTIONS, CERTIFICATE PROGRAMS, CONCENTRATIONS, SPECIAL EMPHASES AND MINORS

ACADEMIC SENATE POLICY F80-63

Superseded by [F10-255 \(PDF\)](#)

At its meeting of September 2, 1980, the Academic Senate approved the following proposal:

New options, certificate programs, concentrations, special emphases, and minors are subject to review and approval by the Provost's Office, the Academic Senate, and the President.

The information required for review and approval of a proposed option, certificate program, concentration, special emphasis or minor is less detailed than for a full degree major program. Requests for approval of an option, certificate program, concentration, special emphasis, or minor should follow the format below, and eight copies should be sent to the Office of the Associate Vice President for Academic Program Development.

It shall be understood that no academic unit of the University is authorized to distribute certificates to students or to represent the existence of options, concentrations, emphases or minors other than those approved through the following process.

- Name of the California State University or College submitting the request
1. and the full and exact title of the proposed aggregate of courses, whether it is an option, concentration, special emphasis, minor, or certificate.

2. Full and exact title of the degree major program under which the aggregate of courses will be offered, where applicable.

3. Options, concentrations, certificates, or special emphases already existing under the degree major program (or cognate programs) for which the new aggregate of courses is proposed (including evidence of consultation with cognate departments).

4. Department(s) to offer the aggregate of courses.

5. Purpose of the proposed aggregate of courses (including potential benefit to students, faculty, University in general).

6. Need for the proposed aggregate of courses (including estimate of number and type* of students likely to be served by the program).

7. List of the courses, by catalog number, title, and units of credit, as well as total units to be required under the proposed aggregate of courses (including fieldwork, independent study, etc.).

8. List of courses, by catalog number, title, and units of credit, as well as total units to be required for the major in which the proposed aggregate of courses is to be included, where applicable.

9. Additional courses, not now offered, to be developed for the proposed aggregate of courses.

10. List of all present faculty members, with rank, highest degree earned, and professional experience, who would teach in the proposed aggregate of courses, including proposed program head.

11. Additional instructional resources (faculty, space, equipment, library volumes, etc.) needed to implement and sustain the proposed aggregate of courses. List all resources needed for the first five years beyond those currently projected, including specific resource, cost, and source of funding.

12. Program prerequisites and/or additional admission requirements (e.g., major, credentials, degrees, work experience).

13. Provision for continuous monitoring.

*(e.g., graduate, undergraduate, resident, non-resident)

** APPROVED BY PRESIDENT ROMBERG ON SEPTEMBER 17, 1980 **
