

**Policy and Procedures Manual**

SUBJECT: ACADEMIC AFFAIRS

Policy 302: CSUS Board Academic Program Policy and Addendum

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**Board Policy**

The Board reviews for approval all new academic program proposals to assess their quality and sustainability, taking into account the role and mission of each institution, unnecessary duplication, bona fide needs, and availability of resources. Each campus maintains a robust academic planning process to assure well-vetted proposals for the Academic and Student Affairs Committee, including new programs, major revisions, moratoria, and discontinuances. To facilitate the work of the Academic and Student Affairs Committee, the campuses identify in September annually any proposals under development or in planning.

**Procedures**

The proposing campus submits the proposal at least two weeks prior to preliminary consideration by the Academic and Student Affairs Committee. Supporting materials include:

- A. For new or revised degree programs: Brief statement of “Program Details” and completed Table (see attached Addendum for the Program Details and the Table).
- B. For regional collaborative programs (WICHE, WUE, etc.): Relevant details concerning program capacity, anticipated enrollments, budget plan, and rationale.
- C. For delivery of approved programs and courses off campus: Relevant details include program, delivery site, delivery mode, budget plan, and the like.
- D. For moratoria and discontinuances: Brief history of program; reasons for moratorium or discontinuance; for moratoria, proposed length and accommodations for currently enrolled students; for discontinuances, provisions for accommodating currently enrolled student, either by “teaching out,” transfer, or change of major.
- E. For proposed academic organizational changes (formation, elimination, consolidation of Colleges, Schools, Divisions, and/or Departments): Description and budget plan, if needed.

History: Policy and Procedures Manual effective October 4, 2013 by Board Resolution Amended August 2, 2017 by Board Resolution

**ADDENDUM TO POLICY 302**  
**PROGRAM DETAILS**

1. Specific Identifiers:
  - a. Name of Program \_\_\_\_\_
  - b. Degree Type \_\_\_\_\_
  - c. Recommended CIP Code \_\_\_\_\_
  - d. College, School, Dept. (all that apply) \_\_\_\_\_
2. Overview of Program:
3. Fit With Campus Mission:
4. Evidence of Need (State Need, Similar Programs in State and Region, Student Demand, etc.):
5. Student Population in Five Years and Profile:
6. Admission Requirements:
7. Curriculum:
8. Faculty Resources, Current and Required:
9. Library Resources, Facilities, Eqpt., etc., Current and Required:
10. Overall Budget Summary:

**TABLE 1**

Enrollments:	Year 1	Year 2	Year 3	Year 4	Year 5
Resident	_____				
Non-Resident	_____				
Head Count Total	_____				
Resident FTE	_____				
Non-Resident FTE	_____				
FTE Total	_____				
Graduates	_____				

**TABLE 2**

Operating Costs (Base)	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Faculty						
Admin						
Rent/Lease						
Student Aid						
All Other						
TOTAL BASE COSTS						
Capital Eqpt. Library						
TOTAL ONE-TIME REVENUE						
State Funds Tuition Fees						
TOTAL REVENUE						