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OFFICE OF THE CHANCELLOR

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MODIFY AN EXISTING PROGRAM

Adding Subprograms (Options, Concentrations or Emphases)

Definitions

Discipline-specific required curriculum may be achieved through a subprogram (typically referred to as an option, concentration, or emphasis) with a required core that shares more than half of its units with the parent degree program (see CSU Policy 1071). The CSU does not make systemwide distinctions between options, concentrations and emphases, as distinctions may vary by campus.

Purpose

To ensure the "meaning, quality, and integrity of degrees" (WSCUC 2013 Handbook of Accreditation Revised November 2021), approved degree programs must maintain consistent core requirements that reflect the approved degree title and that ensure sufficient opportunities for students to achieve the degree program's learning outcomes. Requirements in addition to the core curriculum may be achieved through a subprogram as noted in CSU Policy 1071. The total units for the program's core shall represent the majority (>50%) of the required units for the program, so that the major core curriculum and associated student learning outcomes aligned to the core can be achieved by all enrolled students, regardless of the subprogram pursued. Furthermore, compliance with CSU Policy 1071 ensures valid reporting to the National Center for Education Statistics through the Integrated Postsecondary Education Data System (IPEDS). Assessment of student learning outcomes at the subprogram level should be appropriately linked to that of the main degree.

Campus Authority

Presidents are delegated the authority to approve subprograms if the requirements comply with CSU policy and applicable law and if there are sufficient faculty, physical facilities, and library holdings to establish and maintain the proposed curriculum.

Assigning Subprogram Codes

The campus may assign subprograms either the same code as the major or a different subprogram code from the CSU/CIP degree program code list. Typically, subprograms are assigned the same code as the degree. In some cases, campuses may want to assign a different subject-specific code to the subprogram for the purpose of tracking and reporting. In these cases, it is important to be aware of these reporting implications (e.g., the impact on

international students, financial aid, enrollment data, etc.) For frequently asked questions concerning CIP codes, visit: https://nces.ed.gov/ipeds/cipcode/FAQ.aspx?y=56

Implementation Procedures

The following information must be submitted to degrees@calstate.edu:

- The exact title of the new subprogram and the complete degree designation and title of the major degree program housing the new subprogram (e.g., Bachelor of Science in Biology with a Concentration in Biochemistry);
- Subprogram overview and rationale (brief descriptive overview of the subprogram citing its purpose and strengths, its fit within the degree program, and reasons for adding it at this time);
- Term and academic year of intended implementation (e.g., fall 2024);
- Proposed delivery format (e.g., fully face to face, hybrid, fully online);
- A list of courses/course titles and required units constituting the new subprogram;
- Total units required to complete the entire degree, including the combination of subprogram and major program;
- Roadmaps: Provide a 4-year major and subprogram roadmap and a 2-year transfer roadmap for bachelor's degree programs, or an appropriate year major roadmap for master's degree programs that outlines the suggested coursework students should complete each semester;
- A brief description of how the assessment of the degree program may be used to evaluate student success in the subprogram(s);
- The five-digit CSU degree program code that students use to apply to the major degree program and CIP code;
- The campus-proposed five-digit CSU degree program code to be used to report enrollments in the subprogram and CIP code (may be the same as the degree code);
- A detailed cost-recovery budget for self-support subprograms to be offered within state-support major degree programs; and
- Documentation of all campus-required curricular approvals.

Adding Self-Support Subprograms

In addition to the above information, please include the following for self-support programs (in compliance with EO 1099 and EO 1102):

- specification of how all required EO 1099 self-support criteria are met;
- assurance that the proposed program does not replace existing state-support courses or programs;
- evidence that the academic standards associated with all aspects of such offerings are identical to those of comparable state-supported CSU instructional programs;

- explanation of why state funds are either inappropriate or unavailable;
- a cost-recovery program budget (see below);
- the student per-unit cost;
- the total cost for students to complete the program.

Basic Cost Recovery Budget Elements
(Three to five year budget projection)

Student per-unit cost
Number of units producing revenue each academic year
Total cost a student will pay to complete the program

Revenue (yearly projection over three years for a two-year program; five years for a four-year program)
Student fees
Projected attrition numbers each year
Any additional revenue sources (e.g., grants)

Direct Expenses
Instructional costs – faculty salaries and benefits
Operational costs – (e.g., facility rental)
Extended Education costs – staff, recruitment, marketing, etc.
Technology development and ongoing support (online programs)

Indirect Expenses
Campus partners
Campus reimbursement general fund
Extended Education overhead
Chancellor's Office overhead

CSU Degrees Database

Subsequent to receiving Chancellor's Office confirmation and prior to implementation of any subprogram approved under this delegation, the campus shall enter the new subprogram into the CSU Degrees Database. Minors and certificates are not included in the CSU Degrees Database.