

DEVELOP A NEW PROGRAM

Guidance for Proposing Pilot Degree Programs

This guidance will help you satisfy the campus obligation to notify the Chancellor's Office of plans to establish a pilot program. Before the planned pilot program may be implemented, the campus must obtain a formal acknowledgment from the Chancellor's Office. While the traditional proposal package and a full Chancellor's Office review of the proposed curriculum, demand, and resources are not required, the system office is obligated to confirm that the planned pilot program appears to meet all applicable laws and policies.

Pilot-Program Criteria

1. The pilot program is either a bachelor's or master's degree program.
2. A WSCUC Substantive Change Review Screening determined that no further review is required. The [WASC Senior College and University Commission \(WSCUC\)](#) requires that the campus Accreditation Liaison Officer submit a Substantive Change Screening Form via the Accreditation Management portal for any proposed degree program. If it is determined that no substantive change review is required, please attach a separate document containing the email response from WSCUC. If the proposed program is subject to WSCUC substantive change review, the campus should submit the proposal as a new degree program rather than a pilot.
3. The proposed program is not subject to specialized accreditation by an agency that is a member of the Association of Specialized and Professional Accreditors.
4. The program is compliant with all existing state and federal laws and Trustee policy.
5. The proposed program has been subject to a thorough campus review and approval process, and documentation of the approval(s) has been provided.
6. The proposed program can be offered within the campus's existing resource base, or there is a demonstrated capacity and support to fund the program on a self-support basis. The proposed program cannot be authorized if it involves a major capital outlay project. (*Major capital outlay construction projects are those projects whose total cost is \$610,000 or more (as adjusted pursuant to Cal. Pub. Cont. Code § 10705(a); 10105 and 10108).*)
7. If a self-support program, a budget must be included showing: 1) the per-unit cost to students, 2) the total cost to complete the program, and 3) a cost recovery budget. (See [Pilot Program Proposal Form](#) for required budget elements).

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Pilot Program Implementation Procedures

1. Prior to implementation, the campus shall (1) notify the Chancellor's Office of plans to establish the program, (2) provide a program description and list of curricular requirements, and (3) confirm that each of the pilot criteria outlined within this guidance apply to the pilot program. To facilitate this requirement, campuses may use the [Pilot Program Proposal Form](#).
2. The pilot program proposal must be received and acknowledged by the Chancellor's Office before the program is implemented. Once acknowledged, the campus must update the CSU Degrees Database appropriately.
3. A campus may implement a pilot program without first proposing it as a projection on the Campus Academic Plan; however, the campus must identify the pilot program in the next annual update of the Campus Academic Plan.

Pilot Operational Policy

1. A pilot program is authorized to operate for five years.
2. A campus may not offer more than two pilot programs at a time.
3. During year four, if a campus decides to convert the pilot program to regular program status, the campus is required to follow the procedure outlined in the *Converting Pilot Programs to Regular Program Status* policy, found on the APIFD Program Development [site](#). **Note:** to request an extension of a pilot program prior to its end date, the campus must submit a formal memo to degrees@calstate.edu that includes:
 - the purpose for extending the program;
 - the proposed pilot program end term; and
 - a statement acknowledging the extension will not negatively impact other campus pilot proposals.
4. If no further action is taken by the end of the five years, no new students can be admitted to the pilot program. The campus is obliged to make appropriate arrangements for students already enrolled to complete the program ("teach-out").

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