



University Policy Statement

UPS 410.103

CURRICULUM GUIDELINES AND PROCEDURES: ACADEMIC PROGRAMS

I. SCOPE AND DEFINITIONS

- A. An academic program is a series of credit-bearing courses that have a clearly defined disciplinary or interdisciplinary focus. The successful completion of these courses leads to the attainment of broad educational objectives or learning outcomes, and qualifies for the official award of completion on the transcript.
- B. This document addresses several types of undergraduate, graduate, and post-baccalaureate academic programs. This includes degrees, majors, concentrations, and minors and governs the approval process for new programs and program changes.
- C. Proposals for certificates and certificate programs are subject to UPS 410.115.
- D. Proposals for credentialing programs or programs otherwise accredited by outside agencies may additionally be subject to the regulations of the accrediting agencies.

II. GENERAL EDUCATION UNITS

General Education requirements may be used to fulfill requirements for multiple academic programs, but the units shall only be counted once.

III. TYPES OF PROGRAMS

A. Undergraduate Degrees and Majors

- 1. A major is a formal set of courses in a designated subject, field, discipline, or interdisciplinary area leading to a degree.
- 2. A major leading to a Bachelor of Arts degree requires a minimum of 24 semester units, at least 12 of which must be upper division.
- 3. A major leading to a Bachelor of Science degree requires a minimum of 36 semester units, at least 18 of which must be upper division.
- 4. A major leading to the Bachelor of Music or the Bachelor of Fine Arts shall consist of a maximum of 70 semester units with at least one-fourth of these units devoted to theory and content as distinguished from studio, production, and performance.
- 5. The office of the appropriate Associate Vice President (AVP) shall establish and maintain a monitoring system to ensure that program requirements do not exceed the baccalaureate unit requirement of 120 units for Bachelor of Arts or Science or 132 units for Bachelor of Fine Arts or Music.

B. Undergraduate Minors

1. A minor is a formal set of courses in a single-subject or interdisciplinary area distinct from the student's degree major, consisting of 12 or more semester units, of which at least six units must be upper division.
2. At least 12 units in the minor, including six at the upper division level, must be applied exclusively to the minor requirements and may not be used to meet any other program requirements, with the exception of General Education requirements.

C. Undergraduate Concentrations

1. Concentrations are sets of courses within majors designed to give students specialized knowledge, competencies, or skills, in addition to the program's learning outcomes that are achieved in the program core.
2. New concentrations are considered new programs for the context of this UPS.
3. To ensure compliance with National Center for Education Statistics reporting, concentrations shall constitute less than one half of the units required within the major program.
4. Undergraduate concentrations shall be designed to include a minimum of 9 required units that are distinct from other concentrations within a major.
5. Concentrations are recognized on the student's transcript. Terms such as options, emphases, focuses, tracks, pathways, and cognates are not concentrations and have no official status.

D. Master's Degrees

1. The Master's degree requires a minimum of thirty semester units of approved graduate work. No more than six semester units shall be allowed for a thesis or project.
2. Some Master's degree programs have concentrations that identify sets of courses or experiences designed to give students specialized knowledge, competencies, or skills, in addition to learning outcomes that are achieved in the program's core courses.
3. Master's programs do not have a specified unit minimum for concentrations.
4. Detailed requirements for the Master's degree are specified in UPS 410.106 Academic Standards for Graduate Degree Students.

E. Doctoral Degrees

California State University, Fullerton offers doctoral degrees. Details for the doctoral degrees are specified in UPS 410.106 Academic Standards for Graduate Degree Students.

IV. APPROVAL OF NEW PROGRAMS

A. Origination

1. New program proposals shall be sponsored by one or more academic units, as defined by UPS 100.250, and submitted for approval through the online curriculum system.

2. Preliminary consultation with the appropriate AVP office is encouraged at the early stages of developing any new program proposal in order to identify the appropriate Classification of Instruction (CIP) codes and CSU Degree codes and to receive advice as to requirements and procedures.
3. Proposals for new degree programs must be reviewed and approved by the CSU Board of Trustees PRIOR to the submission of the proposal to the campus. The CSU Board of Trustees reviews requests for new degree programs twice a year.
4. Proposals to add a new degree program to the Academic Master Plan (AMP) must be approved by the appropriate Dean by October 24th for consideration at the Board's March meeting or May 30th for consideration at the Board's September meeting. See UPS 430.000 for information on the process.
5. Proposers shall consult with representatives of academic units that might be affected by the new program prior to the launch of the form in the online curriculum system. Proposers shall also consult with the Pollak Library and campus IT to determine whether adoption of the proposed program will require additional resources. Proposers shall show evidence of such consultations.
6. New programs cannot be approved before all associated new course proposals are approved. However, the review of the new programs can commence while the associated new course proposals are under review.

B. Initial Review

1. A proposal for a new program that is sponsored by a single academic unit shall, after submission by the academic unit, be forwarded to the college curriculum committee, which shall review the proposal and forward it, together with a recommendation that may be approval, rejection, or other actions, to the college dean for further review. Upon approval by the college curriculum committee and the college dean, the proposal shall be forwarded to the CSUF's WSCUC Accreditation Liaison Officer before being sent to the appropriate AVP office.
2. A proposal for a new program that is sponsored by more than one academic unit shall first be approved by all involved academic units. Upon approval by the college curriculum committees and the college deans, the proposal shall be forwarded to the CSUF's WSCUC Accreditation Liaison Officer before being sent to the appropriate AVP office.

C. Campus-level Review

1. The fall cycle begins on November 1 and the spring cycle begins on April 1 with the campus announcement of the list of proposed programs by the appropriate AVP office. Programs that are not questioned or challenged by November 15 (fall) or April 15 (spring) shall be sent by the AVP office to the Planning, Resource, and Budget Committee by 5 pm on November 16 (fall) and April 16 (spring). If any deadline falls on a weekend or holiday, that deadline is 5pm on the next business day.
2. Academic units may challenge new program proposals. A challenge is a formal notification of disapproval of new program proposals on specific jurisdictional or academic grounds. Questions and/or statements of intent to challenge must be submitted to the AVP office by 5 pm on November 15 in the fall and April 15 in

the spring. Challenges, if any, must then be submitted in full by 5 pm on November 30 in the fall and April 30 in the spring.

3. If a challenge(s) arises concerning a new program proposal, the appropriate AVP office shall forward the proposal to the University Curriculum Committee or the Graduate Education Committee, as appropriate, for review and recommendation.
4. The Planning, Resource, and Budget Committee shall review all new program proposals regarding their budgetary, planning, and administrative implications, and, upon approval, shall recommend such proposals to the Academic Senate.
5. Upon the completion of its review, the Academic Senate shall recommend new program proposals to the President for final approval.

D. Chancellor's Office Review

1. New academic degree programs require approval by the Chancellor's Office, the California Postsecondary Education Commission, and the CSU Board of Trustees, and must be added to the CSU Fullerton Academic Master Plan.
2. New minors do not require approval by nor notice to the Chancellor's Office, pursuant to Executive Order 1071 Revised.
3. Executive Order 1071 Revised delegates to campus presidents the authority to approve concentrations within a degree.
 - a. The Chancellor's Office audits new concentration proposals to ensure they meet CSU policy and applicable law.
4. The appropriate AVP office shall be responsible for informing the Chancellor's Office of all new program proposals.

V. PROGRAM CHANGES

1. Academic units, as defined by UPS 100.250, may propose program changes by means of the appropriate program change form in the online curriculum system. Such program change proposals shall be forwarded for review and approval to the college curriculum committees and college deans of all involved academic units, who shall then forward it to the CSUF's WSCUC Accreditation Liaison Officer before being sent to the appropriate AVP office, which shall make the final determination of approval or rejection.
2. If a program change or a number of program changes is/are deemed by any level of review to substantially alter the character of the program as a whole, then a new program proposal shall be submitted instead. Academic units are encouraged to consult with the college dean prior to submitting a program change proposal.

Source: University Curriculum Committee

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