TO: The Academic Senate

FROM: Committee on Instruction and Curriculum

SUBJECT: Addendum to the CSU New Degree Request form

PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: That the Academic Senate Adopt the Attached CSUEB Addendum to the Form Required by the Chancellor’s Office to Request a New CSU Bachelor’s or Master’s Degree Program; effective immediately upon signature of the President.

After the Chancellor’s Office mandate to use the new form entitled “Proposing New CSU Degree Programs--Bachelor’s and Master’s Levels” for departments requesting new degree programs, the Associate Vice President of Academic Programs and Graduate Studies, after consultation with the 2007-08 Chair of the Academic Senate, requested that this new form be used starting Fall 2008 instead of the one in place. In faculty governance discussions involving new program requests this Fall, it was determined that some of the useful information previously required on the old CSUEB form was no longer available. The attached CSUEB addendum, which will not be included in submissions to the CSU, addresses the need for this missing information.

At its meeting on January 5, 2009, CIC unanimously approved this addendum, to be submitted along with the CSU form for all New Program Requests.
For CSUEB Use Only:

There is information that is not asked for in the preceding CSU Degree Program Proposal Template that the CSUEB curriculum committees need to know. Therefore, the following information also needs to be supplied, but will not be sent on to the Chancellor’s Office. For items 1, 2, and 3 below, remember to delete the bracketed text as you respond to each item.

1. **CONSULTATION** with other affected departments and program committee:

   a) The following department(s) has (have) been consulted and **raise no objections**:
      [If no out-of-college departments or programs needed to be consulted and there were no objections by the departments and/or programs in your college, type in the following: “All Departments in the College of _____ were consulted and there were no objections.”]

   b) The following department(s) has (have) been consulted and **raise concerns**:
      
      Department:  
      Concern:

2. **Certification of DEPARTMENT APPROVAL** by the chair and faculty.

   Chair: _________________________________________________ Date: ______________
   [Have the Department chair sign a hard copy for the College Office files and type in the person’s name here.]

3. **Certification of COLLEGE APPROVAL** by the dean and college curriculum committee.

   Dean/Associate Dean: _________________________________ Date: ______________
   [Have the Dean or Associate Dean sign a hard copy for the College Office files and type in the person’s name here.]

4. **Catalog Copy.** [Using the format below, show the University Catalog Editor exactly how you want your new program to appear in the CSUEB University Catalog.]

   **CATALOG CHAPTER TEXT**

   The section headings below are a guideline for purposes of consistency in catalog text. They represent sections that are most frequently included in catalog undergraduate or graduate chapters. Please organize your catalog text using these sections as needed, keeping to the order listed, whenever possible.

   **UNDERGRADUATE CHAPTER**
   
   Department Information
   
   Program Description
   Mission Statement
   Student Learning Outcomes

   Career Opportunities

   Features (e.g., specialized equipment, computer lab, other, etc.)

   **GRADUATE CHAPTER**
   
   Department Information
   
   Program Description
   Mission Statement
   Student Learning Outcomes
   Career Opportunities

   Faculty

   Features (e.g., specialized equipment, computer lab, other, etc.)

   Scholarships
Preparation and Prerequisites

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Major / Degree Requirements

Classification Status

Proficiencies / Prerequisites

(see form paragraph below)

(math, statistics, etc.)

Advancement to Candidacy

(see form paragraph below)

Requirements for Graduation

Capstone Requirement

Minor Requirements

Other Degree Requirements

(see form paragraph below)

Certificate

Degree Requirements

Undergraduate Courses

Other Degree Requirements

(see form paragraph below)

Footnotes

Certificate

Graduate Courses

Footnotes

FORM PARAPRAGHES

Note to Colleges: revise these paragraphs as needed to conform to your department's policies; UWSR text must remain.

Classification Status

Conditionally Classified Graduate

If you are admitted conditionally to your master’s degree program for one or more of the following reasons, you are placed in the “Conditionally Classified Graduate” category:
1. You must complete specific courses (usually undergraduate).
2. Your program of study and thesis/project committee must be determined and approved.
3. You must pass certain qualifying examinations.
4. Your GPA does not quite meet expected standards, and you must demonstrate your ability to maintain a minimum 3.0 GPA.
5. You have not satisfied the University Writing Skills Requirement.

If you are admitted as a “Conditionally Classified Graduate” student, you should immediately check with your graduate advisor or department chair to determine what you must do to become fully classified.

Classified Graduate

If you are admitted to a specific master’s degree program, you are placed in the “Classified Graduate” category. To be admitted as a “Classified Graduate” you must satisfy the general university admission requirements, all additional criteria established by your department, and the University Writing Skills Requirement.
Note to Colleges: please revise the units in no. 2, below, as needed, to conform to your department’s policies. Twelve quarter units is the university minimum.

Advancement to Candidacy

“Candidacy” is a status which recognizes completion of substantial progress towards your degree. You are eligible for Advancement to Candidacy when you:

1. are a “Classified Graduate” student in good standing;
2. have completed at least 12 quarter units of 6000-level coursework with a minimum 3.0 GPA;
3. have designed a formal program of study approved by your graduate advisor;
4. have fulfilled the University Writing Skills Requirement;
5. have completed other department prerequisites for advancement; and
6. are recommended for Advancement to Candidacy by your advisor (subject to approval by your department’s graduate coordinator).

FOR UNDERGRADUATE CHAPTERS: Please use as written.

Other Degree Requirements

In addition to major requirements, every student must also complete the University requirements for graduation which are described in the Baccalaureate Degree Requirements chapter in the front of this catalog. These include the General Education-Breadth requirements; the second composition (ENGL 1002) requirement; the cultural groups/women requirement; the performing arts/activities requirement; the U.S. history, U.S. Constitution, and California state and local government requirement; the University Writing Skills Requirement (See the Testing Office website at testing.csueastbay.edu or call 510.885.3661); and the residence, unit, and grade point average requirements.

FOR GRADUATE CHAPTERS: Please use as written.

Other Degree Requirements

In addition to departmental requirements, every student must also satisfy the university requirements for graduation which are described in the Graduate and Post-baccalaureate Studies chapter at the beginning of the graduate section of this catalog. These requirements include the 32-unit residence requirement, the five-year rule on currency of subject matter, the minimum number of units of 6000-level courses, the 3.00 grade point average, and the University Writing Skills Requirement. For information on meeting the University Writing Skills Requirement, see the Testing Office website at testing.csueastbay.edu or call 510.885.3661.