

**PROCEDURE FOR PROPOSING A NEW UNDERGRADUATE  
OR GRADUATE DEGREE PROGRAM**

Since the curriculum is the responsibility of the faculty, they are the body that initiates new degree programs. Humboldt State University encourages faculty who are interested in starting such a program, but cautions them that the process involves not only an extensive campus review, but eventually a thorough justification at the Chancellor's Office level. No new degree program will be implemented without the approval of the Board of Trustees or acknowledgment (in the case of pilot programs) by the Chancellor's Office.

*There are currently three alternatives for establishing new degree program authorized by the CSU Board of Trustees [see the August 12, 1997, memo from Charles W. Lindahl - Attachment B]. They include the following:*

*Existing "Master Plan" Process: Used for programs with significant capital outlay or other significant resources involved. First the campus Academic Master Plan is updated to allow the possibility of a new degree program, which is then followed by the development of the proposal for implementing the degree program.*

*Fast-Track Process: Used for programs that do not require significant additional resources or capital outlay, are bachelor's or master's degree programs, are not subject to specialized accreditation by an agency that is a member of Specialized and Professional Accreditors.*

*Pilot Programs: Trustees have authorized a limited number of pilot programs that meet fast-track criteria. They do not require prior approval of the Chancellor's Office, only notification; and they may enroll students for five years. Conversion to regular-program status is required for their continuation.*

*All proposals for new undergraduate or graduate degree programs will complete Steps 1-11 of the procedures listed below.*

**PROCEDURE**

- 1) Faculty interested in starting a new Undergraduate or Graduate Degree Program must contact the Office of the Dean for Undergraduate Studies or the Office of the Dean for Research and Graduate Studies, respectively.
- 2) The Office of the Dean for Undergraduate Studies or the Office of the Dean for Research and Graduate Studies, as appropriate, will distribute to interested faculty the relevant documents, and discuss with them the process and possible alternatives, such as utilizing the approved major in Interdisciplinary Studies.

- 3) With the help of the appropriate administrator(s), the faculty member(s) will develop a draft proposal for the new major. A synopsis of that draft proposal will be distributed to all departments and to the Chair of the Academic Senate, and notice of that proposal distributed to all faculty for their advice.
- 4) After appropriate consideration of the information received from departments and faculty members, the proposers of the new major will submit their draft to departments involved in the new major for faculty review and recommendations.
- 5) After considering the recommendations received, and responding to them, the proposers will submit their proposal, and all responses, to the appropriate college curriculum committee(s) for their review and recommendation(s).
- 6) The college curriculum committee(s) will forward the proposal, including all previous responses, and their recommendation(s) to the dean(s) for their review and recommendation(s).
- 7) The dean(s) will then submit the faculty proposal, and all recommendations, to the UCC and the Graduate Council (if a graduate program is involved) with copies to the Chair of the Academic Senate.
- 8) The UCC will review the proposal and recommendations (including the Graduate Council's recommendation if appropriate) and make a recommendation to the Academic Senate and will inform the Vice President for Academic Affairs of its recommendation.
- 9) The Academic Senate will then make a recommendation to the President and forward a copy of that recommendation to the Vice President for Academic Affairs.
- 10) After consultation with the Joint Council, the Vice President for Academic Affairs will make a recommendation to the President.
- 11) The President will make a recommendation, and if favorable, submit the proposal to the Chancellor's Office for its eventual review and recommendation to the Board of Trustees.

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- 1) Faculty interested in starting a new Undergraduate or Graduate Degree Program must contact the Office for Academic Affairs.
- 2) The Office for Academic Affairs will distribute to interested faculty the relevant documents, and discuss with them the process and possible alternatives, such as utilizing the approved major in Interdisciplinary Studies.
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- ~~9) The Vice President for Academic Affairs will consult with the Joint Council, which will make its recommendation to the Vice President for Academic Affairs.~~
- 9) The Academic Senate will then make a recommendation to the President and forward a copy of that recommendation to the Vice President for Academic Affairs.
- 10) After consultation with the Joint Council, ~~the~~ the Vice President for Academic Affairs will ~~then~~ make a recommendation to the President.
- 11) The President will make a recommendation, and if favorable, submit the proposal to the Chancellor's Office for its eventual review and recommendation to the Board of Trustees.