

**CSU DEGREE PROPOSAL**  
**Faculty Check List**  
**(please submit with program proposal)**

Please confirm (✓) that the following are included in the degree proposal:

- Board of Trustees Academic Master Plan approval date**
- WSCUC response to Substantive Change Screening Form is attached**
- Copies of any contracts or agreements made between parties with an interest in operating the proposed program.** Other entities may include academic departments, academic institutions, foundations, vendors or similar. Please include a copy of the agreement and an e-mail or other evidence that the campus attorney has approved the agreement.
- The total number of units required for graduation is specified (not just the total for the major):**
  - a proposed bachelor's program requires no fewer than 120 semester units
  - any** proposed bachelor's degree program with requirements exceeding 120 units must request an exception to the 120 semester unit limit policy
  - all** units required for degree completion must be included in the total units required for the degree. Any proficiencies required to graduate that are beyond what is included in university criteria admission criteria must be assigned unit values and included in the total unit count.
- Title 5 minimum requirements for bachelor's degree have been met, including:**
  - minimum number of units in major (BA 24 semester units, BS 36 semester units)
  - minimum number of units in upper-division (BA 12 semester units, BS 18 semester units)
- Title 5 requirements for proposed master's degree have been met, including:**
  - minimum of 30 semester units of approved graduate work are required
  - no more than 50% of required units are organized primarily for undergraduate students
  - maximum of 6 semester units are allowed for thesis or project
  - Title 5 requirements for master's degree culminating experience are clearly explained.
  - for graduate programs, at least five full-time faculty with terminal degrees in appropriate disciplines are on staff.
- For self-support programs:**  
**(in conformance with EO 1099 and EO 1102)**
  - specification of how all required EO 1099 self-support criteria are met

- \_\_\_ the proposed program does not replace existing state-support courses or programs
- \_\_\_ 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 is included\*
- \_\_\_ student per-unit cost is specified
- \_\_\_ total cost for students to complete the program is specified

\* 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

Include 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

\*Additional line items maybe added based on program characteristics and needs.