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

_____ Board of Trustees Academic Master Plan approval date.

_____ 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

_____ Please specify the total number of prerequisite units required for the major.
Note: The prerequisites must be included in the total program unit count.

List all courses and unit counts that are prerequisite to the major:
_________________________________________________________________
_________________________________________________________________

_____ 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 [CSU, Chico requires 60% to be 600-level courses]

___ 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 may need to be added based on program needs