CSU DEGREE PROPOSAL
Faculty Check List

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

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* Basic Cost Recovery Budget Elements
(Three to five year budget projection)
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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