Updated February 15, 2017

Adding Options, Concentrations, Special Emphases and Minors

Definitions

While the CSU does not have systemwide definitions for options, concentrations, emphases, and special emphases—and definitions will vary by campus—in practice, these are considered "subprograms" that are minimal requirements relative to the major core. In order to ensure what WASC calls the "meaning, quality, and integrity" of degrees, approved campus degree programs maintain consistent requirements that reflect the approved title and that ensure sufficient opportunities for students to achieve the degree-program's learning outcomes. Additional requirements occur within subprograms, including options, concentrations, special emphases, tracks, threads, and so on. Assessment of student learning outcomes in subprograms is encouraged.

Campus Authority

Presidents have the authority to approve the implementation of minors. See Executive Order 1071.

Presidents are delegated the authority to approve options, concentrations, and special emphases if the requirements comply with CSU policy and applicable law and if there are sufficient faculty, physical facilities, and library holdings to establish and maintain the proposed curriculum.

One Degree Title—One Curriculum

When adding subprograms, campuses are to maintain the degree requirements associated with a degree program approved by the Chancellor's Office; substantive curricular changes are to be approved by the campus curriculum-approval process.

To ensure the integrity of degree programs, each approved degree title is to be associated with only one set of curricular requirements. Requirements in addition to the core curriculum may be achieved through use of a subprogram (an option, concentration, or special emphasis), as noted in Executive Order 1071. The program core shall represent the majority of required units so that the program's major core curriculum and associated student learning outcomes related to the core can be achieved by all enrolled students, regardless of subprogram pursued. To ensure valid reporting to the National Center for Education Statistics through the Integrated Postsecondary Education Data system (IPEDS), an option, concentration, or special emphasis (or similar subprogram) must constitute less than one half of the units required by the major program. For more information on the meaning, quality, and integrity of degrees, please see the Western Association of Schools and Colleges Handbook of Accreditation:

http://www.wascsenior.org/resources/handbook-accreditation-2013/part-iii-wasc-quality-assurance/institutional-report/components-institutional-report/3-degree-programs-meaning-quality-and-integrity-degrees

Assigning Concentration Codes
The campus may assign to sub-programs either the same code as the major or a different concentration code from the CSU degree program code list (formerly called "HEGIS").

Implementation Procedures
Per EO 1071, before any option, concentration, or special emphasis (or similar subprogram) approved under this delegation, can be implemented, the campus shall obtain a Chancellor's Office confirmation of compliance with CSU policy and applicable law. Campus notifications shall be submitted to the Department of Academic Programs and Faculty Development (degrees@calstate.edu). The following information must be submitted:

- The exact title of the new subprogram and the complete degree designation and title of the major degree program housing the new subprogram (e.g., Bachelor of Science in Biology with a Concentration in Biochemistry);

- A list of courses and required units constituting that new subprogram;

- Total units required to complete the entire degree, including the combination of subprogram and major program;

- The complete list of courses and required units constituting the major degree program as approved by the Chancellor's Office;

- A 4-year major-and-subprogram roadmap for freshmen and a 2-year major-and-subprogram roadmap for transfer students;

- The CSU degree program code (formerly called "HEGIS") that students use to apply to the major degree program;

- The campus-proposed CSU degree program code to be used to report enrollments in the concentration (may be the same as the degree code);

- A detailed cost-recovery budget for self-support subprograms to be offered within state-support major degree programs; and

- Documentation of all campus-required curricular approvals.

Adding Self-Support Concentrations
In addition to the above information, please include the following for self-support programs (in conformance with EO 1099 and EO 1102):

- specification of how all required EO 1099 self-support criteria are met;

- assurance that the proposed program does not replace existing state-support courses or programs;

- evidence that the 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*;

- the student per-unit cost;

- the total cost for students to complete the program.

* 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
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

Policy Compliance

The Chancellor's Office shall require the discontinuation of any option, concentration, special emphasis or similar subprogram that does not comply with CSU policy within the timeframe specified by the Chancellor's Office.

CSU Degrees Database

Subsequent to receiving Chancellor's Office confirmation and prior to implementation of any option, concentration or special emphasis (or similar subprogram) approved under this delegation, the campus shall enter the new subprogram into the CSU Degrees Database. Minors are not included in the CSU Degrees Database.

ORIGINATED APFD 4/23/13

UPDATED 9/17/15, 11/17/15, 10/3/16, 11/1/16, 2/15/17