

## ACADEMIC PLANNING POLICIES AND PROCEDURES FOR AMP SUBMISSION

### I. Updates to Campus Academic Plans

#### A. Ten-Year Overview of Planned Programs

This document lists only programs that have not yet been implemented. Please make edits in Word using track-changes:

- Enter any new projections in **bold**, but do not add them to the Campus Academic Plan.
- Change last year’s BOT approved projections from red to black. Additionally, verify these previously BOT approved projections are added to the Campus Academic Plan.
- Remove projections that have been implemented or are no longer planned for implementation.
- Update the “Currently Planned Implementation Year” as needed, but do not change the year approved by BOT or the year originally approved for implementation. (See next section on Delayed Projected Programs.) All current implementation years must be 2023 or later.

#### B. Delayed Projected Programs

Program projections are automatically removed from the Campus Academic Plan if the associated degree proposals are not submitted within five years of the original approval by the BOT. Campuses wishing to extend a projection on the Campus Academic Plan must provide a campus-approved request that the program remain on the Ten-Year Overview of Planned Programs. Guidance on requesting a one-year extension of an expired degree projection can be found at the [Academic Master Plan](#) website.

The request shall also detail the changes in place that will ensure implementation and maintenance of a successful program.

“Foundational” liberal arts and science undergraduate programs (see Attachment A) are exempt from this timeline and may remain on the plan indefinitely.

#### C. Projected Degree Proposals

Projected degree programs—those for which the campus seeks authorization to develop a New Degree Program proposal—must meet trustee and system policy and California Education Code requirements. More information on “Trustee and System Academic Planning Policies” is provided in Attachment A.

Complete the [Projected Degree Proposal Template](#) to provide information on evaluation criteria as specified.

Projected Bachelor's Degree Programs

Please note that projected bachelor's degrees should be general, characterized by breadth and as enduring as possible in content and title. Please see the document "[Guidelines for Breadth in New Bachelor's Degree Majors](#)."

Projected Graduate Degree Programs

[Graduate programs](#) are more appropriately specialized than bachelor's degrees. Master's degree programs should be projected only when the sponsoring department is well established and has achieved a level of quality that has been affirmed by a program review or in subjects for which national accreditation, including review by a visiting team, is available.

Additional requirements of new graduate programs include that:

- they are staffed by at least five full-time faculty with the appropriate terminal degree;
- they have enrollment sufficient to support offering at least four graduate-level courses each year;
- the department can support the level of research required of a graduate program; and
- at least half or more of the units required for the degree must be in courses organized primarily for graduate students.

**D. Suspended Degree Programs**

1. List all full degree programs (not concentrations, options, emphasis, minors, certificates, credentials) placed in "suspended admission" status as of Fall 2023 and please list the reason for planned enrollment suspension and anticipated date of reinstatement.

**E. Discontinued Degree Programs**

1. List all full degree programs (not concentrations, options, emphasis, minors, certificates, credentials) that have been planned for discontinuation as of Fall 2023. For each, list the planned discontinuation date.
2. List the reason for planned discontinuation.
3. Confirm that all campus and system-level policies regarding discontinuation have been followed. ([See Policies on Academic Program Discontinuation](#))

**F. Campus Academic Plan**

Edit (using Word and track-changes) last year's approved Campus Academic Plan, which is available online for downloading at the [Academic Master Plan](#) website. Include proposed updates (and any corrections). The Chancellor's Office will accept or delete proposed changes.

1. Add approved elevated degrees.
2. Revise approved degree titles and designations.
3. List the type of degree (e.g., BA or BS) for each BOT approved projected program in the "Projected Program & Originally Approved Implementation Year" column. Programs that have been fully approved and implemented in the last year should be moved to the "Existing

- Degree Type” column, with an appropriate date noted in the “Academic Year for Scheduled Program Review” column.
4. Enter authorized pilot programs with the approved implementation year in parentheses after the degree title as: (Pilot, 20XX).
  5. Do not change the original projected implementation year, even if a program will not be implemented by the year noted.
  6. Indicate accredited programs by underlining both the name of the program and the appropriate degree level.
  7. Use the appropriate symbols placed next to the degree type as follows (making sure these data agree with the information in the CSU Degrees Database):
    - a. \* for suspended programs
    - b. @ for online programs
    - c. ^ for self-support programs
    - d. ^^ for both state- and self-support programs
  8. Other notes of interest should be entered as footnotes.

**G. Other Important Notes**

1. Only Projected Degree proposals are submitted through this process; **please do not submit New Degree Program proposals as part of the update to the Campus Academic Plan.** New Degree Program proposals should be submitted separately to Academic Programs at [degrees@calstate.edu](mailto:degrees@calstate.edu), following the usual procedures.
2. Please do not list concentrations/options/emphases planned for elevation to full degree programs.
3. Subprograms (credentials, certificates, minors, concentrations, options and emphases) are not reported.