

CSUSM DEGREE PROPOSAL
Check List

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

1. _____ All signature lines are completed
2. _____ 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 provide a justification for the excess units

3. _____ 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:

4. _____ 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)

5. _____ 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.

6. _____ College Dean's report/memo

Statement from the appropriate campus administrative authority that the addition of this program supports the campus mission and will not impede the successful operation and growth of existing academic programs as well as statement on budget plan.

7. _____ Library Dean's report/memo

Statement from the Dean of the Library that indicates any necessary library resources not available through the CSU library system. Indicate the commitment of the campus to purchase these additional resources.

8. _____ IITS Dean's report/memo

Statement from the Dean of IITS which indicates any necessary technology resources necessary for the implementation of the program. Indicate the commitment of the campus to purchase these additional resources.

9. _____ For state-support programs:

_____ Revenue and Enrollment Projections (include Anticipated Costs and Revenues spreadsheets)

10. _____ For self-support programs:

_____ specification of how all required EO 1099 criteria are met

_____ the proposed program does not replace existing state-support courses or 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 student to complete the program is specified

* Cost Recovery Budget Elements

- Revenue and Enrollment Projections (include Anticipated Costs and Revenues spreadsheets)
- Direct Expenses
Instructional and Operational Costs

- Indirect Expenses
 - Campus partners
 - Campus reimbursement general fund
 - Extended Education overhead
 - Chancellor's Office overhead

- Reinvestment funds for program development