**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’sdegree 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:**

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**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