CALIFORNIA STATE UNIVERSITY

SAN MARCOS

**Procedure for Submitting Proposals for New Options, Concentrations, Special Emphases and Minors**

1. Name of the campus submitting the request, the full and exact title of the proposed aggregate of courses, and whether it is an option, concentration, special emphasis, or minor.

2. Full and exact title of the degree major program under which the aggregate of courses will be offered, where applicable.

3. Options, concentrations, or special emphases already existing under the degree major program for which the new aggregate of courses is proposed.

4. Department(s) to offer the aggregate courses.

5. Purpose of the proposed aggregate of courses.

6. Need for the proposed aggregate of courses.

7. List of the courses, by catalog number, title, and units of credit, as well as total units to be required under the proposed aggregate of courses.

8. List of courses, by catalog number, title, and units of credit as well as total units to be required for the major in which the proposed aggregate of courses is to be included.

9. New courses to be developed. Include proposed catalog descriptions.

10. List of all present faculty members, with rank, appointment status, highest degree earned, date and field of highest degree, and professional experience, who would teach in the proposed aggregate of courses.

11. Additional instructional resources (faculty, space, equipment, library volumes, etc.) needed to implement and sustain the proposed aggregate of courses. List all resources needed for the first five years beyond those currently projected, including specific resource, cost, and source of funding.

12. Proposed catalog description.