

COLORADO STATE UNIVERSITY SYSTEM

Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS

Policy 302: CSUS Board Academic Program Policy and Addendum

Board Policy:

The Board reviews for approval all new academic program proposals to assess their quality and sustainability, taking into account the role and mission of each institution, unnecessary duplication, bona fide needs, and availability of resources. Each campus maintains a robust academic planning process to assure well-vetted proposals for the Academic Affairs Committee, including new programs, major revisions, moratoria, and discontinuances. To facilitate the work of the Academic Affairs Committee, the campuses identify in September annually any proposals under development on in planning.

Procedures:

The proposing campus submits the proposal at least two weeks prior to preliminary consideration by the Academic Affairs Committee. Supporting materials include:

1. For new or revised degree programs: Brief statement of “Program Details” and completed Table (see attached Addendum for the Program Details and the Table).
2. For regional collaborative programs (WICHE, WUE, etc.): Relevant details concerning program capacity, anticipated enrollments, budget plan, and rationale.
3. For delivery of approved programs and courses off campus: Relevant details include program, delivery site, delivery mode, budget plan, and the like.
4. For moratoria and discontinuances: Brief history of program; reasons for moratorium or discontinuance; for moratoria, proposed length and accommodations for currently enrolled students; for discontinuances, provisions for accommodating currently enrolled student, either by “teaching out,” transfer, or change of major.
5. For proposed academic organizational changes (formation, elimination, consolidation of Colleges, Schools, Divisions, and/or Departments): Description and budget plan, if needed.

ADDENDUM TO POLICY 302

PROGRAM DETAILS

1. Specific Identifiers:
 - a. Name of Program _____
 - b. Degree Type _____
 - c. Recommended CIP Code _____
 - d. College, School, Dept. (all that apply) _____
2. Overview of Program:
3. Fit With Campus Mission:
4. Evidence of Need (State Need, Similar Programs in State and Region, Student Demand, etc.):
5. Student Population in Five Years and Profile:
6. Admission Requirements:
7. Curriculum:
8. Faculty Resources, Current and Required:
9. Library Resources, Facilities, Eqpt., etc., Current and Required:
10. Overall Budget Summary:

TABLE 1

| Enrollments: | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|------------------|--------|--------|--------|--------|--------|
| Resident | _____ | | | | |
| Non-Resident | _____ | | | | |
| Head Count Total | _____ | | | | |
| Resident FTE | _____ | | | | |
| Non-Resident FTE | _____ | | | | |
| FTE Total | _____ | | | | |
| Graduates | _____ | | | | |

ADDENDUM TO POLICY 302

TABLE 2

| Operating Costs (Base) | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | TOTAL |
|------------------------|--------|--------|--------|--------|--------|-------|
| Faculty | | | | | | |
| Admin | | | | | | |
| Rent/Lease | | | | | | |
| Student Aid | | | | | | |
| All Other | | | | | | |
| TOTAL BASE COSTS | | | | | | |
| Capital | | | | | | |
| Eqpt. | | | | | | |
| Library | | | | | | |
| TOTAL ONE-TIME | | | | | | |
| REVENUE | | | | | | |
| State Funds | | | | | | |
| Tuition | | | | | | |
| Fees | | | | | | |
| TOTAL REVENUE | | | | | | |