New degree proposals must undergo a full curriculum review through campus and external stakeholders as noted in the Senate policy file. Apart from campus review, new degrees must also be approved by the CSU Board of Trustees, by the Chancellor's Office, and by WSCUC. The checklist of items that will be reviewed by curriculum committees on campus, and thus should be correct in any degree proposal, is attached. Originators should be aware:

A. For all new programs (other than elevations and independent doctoral programs):

1. BOARD OF TRUSTEES (BOT): A "Intent to Propose" form in Modern Campus Curriculum for the Board of Trustees must be completed. Proposals cannot advance to the Chancellor's Office for approval without prior approval from the Board of Trustees.

2. Campus approval: Complete proposal form and upload all supporting documents into Modern Campus Curriculum.

3. WSCUC LOCATION REVIEW: If the program instruction is face-to-face and provided at SDSU Mesa or SDSU IV, no other approvals are needed. However, any program not located on campus should either be approved for online instruction OR must undergo a preliminary location review by the AVP for CAA (Curriculum, Assessment, and Accreditation). If the AVP determines that the program fits within current authorizations, no more is needed. If the AVP determines a WSCUC substantive change process is necessary because instruction is not provided at an approved location, the process for approval will be delayed until that authorization is received. The AVP-CAA will help with these approvals.

Location approval is a lengthy process and can take WSCUC up to 9 months to approve new locations.

4. WSCUC and CO MODALITY: Program modality is central to the approval process. Program modality must be approved by campus curriculum committees, the CO, and WSCUC. Changes or additional modalities for existing programs must also undergo a curriculum approval process and be authorized by the CO and WSCUC. Programs can be:

a. Face to face: Although some classes may be offered online or through hybrid instruction, most of the program is delivered through face-to-face instruction and students are expected to be on campus.

b. Hybrid: This is a program that is designed to be offered in a hybrid manner. Certain classes are proposed as hybrid with no option of face-to-face instruction. The students are aware that they must be on site for certain instructional periods. A proposal that includes ANY required on-campus activities is, by definition, a hybrid program.

c. Online: This is a program that is delivered FULLY online with no on campus expectations.

5. Once approved by campus, WSCUC, and BOT, the CSU Chancellor's Office must approve the proposal. That can take several months.

6. If/when the program is approved by the CSU, CAA and the Registrar's Office (RO) will work to build the programs in the appropriate data bases, include the program in Cal State Apply, work with community colleges to create transfer agreements, and other campus stakeholders to create processes that allow the program to be offered. This is also a time intensive process.

7. Once a program is established on campus, CAA and the RO will work with Student Affairs and Campus Diversity to ensure authorization for veterans has been obtained.

B. Additional Requirements for Global Campus programs – full and detailed cost recovery model must be included in submission. This information is listed on the forms.

JOINT PROGRAMS: A joint degree program is one in which a program is offered collaboratively by two or more institutions and leads to the award of a single degree issued jointly by the participating institutions. *WSCUC accreditation expects that a substantial proportion of the credit awarded toward a joint degree is earned in courses offered by the WSCUC-accredited institution and taught by its faculty.*

Either *new or existing programs that wish to partner with another institution (either international or domestic) must provide additional information for the curriculum approval process.

1. Permission to negotiate - The CSU campus and joint institution must request their respective system or administrative offices for the "permission to negotiate," which serves as an expression of interest in and the rationale for a joint degree program. The permission to negotiate is submitted by the CSU campus and the partnering institution to the Academic Programs, Innovation and Faculty Development (APIFD) office at the CSU Office of the Chancellor. The initial expression of interest contains an indication of program need and supporting evidence of the requesting department's ability to offer the appropriate instruction. Approved requests to negotiate allow the partnering campuses to establish the memorandum of understanding and to develop the joint degree program proposal.

Information provided in the permission to negotiate includes, but is not limited to, the following:

- Demonstrated interest in participating in the joint program by faculty members from the proposing departments/universities.
- Potential benefits and needs that are met by the joint program, e.g., societal needs, workforce demands, student interest.
- Availability and number of faculty with expertise in the discipline of the proposed joint program, and their qualifications, including degrees, honors, professional experience, and publications; and for faculty involved in the joint program, qualifications for guiding advanced graduate work.
- Evidence of sufficient resources, including staff and facilities, to sustain the joint program without infringing on existing programs.
- For joint doctoral programs, indicate the experience of the academic unit(s) in offering the advanced program (e.g., degrees offered, number of degrees conferred).
- Existence of a closely related program at the partnering institution, or intention of offering such a program (proposal).
- Evidence of administrative support of the joint program.

*If the program under consideration is new (i.e. does not already exist at SDSU), the program that must first be proposed as a projection during the fall or summer submission period for CSU Board of Trustees' approval. With Board approval, the campus may develop the joint degree program proposal and establish the memorandum of understanding with the partner institution. Note that the new program can be proposed and authorized as a joint and/or independent degree program.

2. Construct an MOU with the institution. New joint programs must include an MOU signed by both institutions and approved by campus stakeholders.

Per WSCUC policy, "institutions offering joint degrees are expected to have clear written plans to offer, monitor and assess these programs and to enter into clear written agreements with partnering institutions, which address, as appropriate, the matters [indicated in the Joint Degrees Policy]." The memorandum of understanding (MOU) is the written agreement established between the CSU campus and the partnering institution for the purpose of providing students with the opportunity to receive academic credits from both institutions toward earning the joint degree. The MOU must include a detailed description of all aspects of the relationship agreed upon by the partnering institutions, including, but not limited to the joint program's structure, administration, coursework, financial arrangements, legal representations/warranties, and discontinuance requirements. Refer to WSCUC Joint Degrees Policy for further requirements. An example of guidance on developing the MOU is contained in the CSU Handbook for the Creation of CSU/UC Joint Doctoral Programs.

At SDSU, for programs with domestic partners, the MOU must be approved by:

1. Curriculum, Assessment, and Accreditation
2. Registrar's Office
3. Provost Office, including Financial Operations
4. Undergraduate or Graduate Curriculum Committees, or both depending on program
5. Deans of impacted academic colleges
6. Dean of Graduate Studies (for graduate programs)
7. President's Office representative

For International programs, International Affairs must also approve the MOU.

3. Additional curriculum elements for joint agreements using existing curriculum – although these programs to not need to go through the full Board of Trustees approval process, as new offerings for SDSU (including blended 4+1 offerings) they must still:

a. Be approved by campus if it is a blended or joint degree program
b. Be approved by campus if the modality of the program is different
c. Be approved by campus for any curriculum modifications to existing programs
d. Undergo WSCUC approval
e. Be approved by Chancellor's Office

4. Resource considerations: Proposals for new joint partnerships should include - most likely in Dean's letter of support or in the MOU - the following information:

a. How many students will the program serve?

b. What additional resources are needed for the program to be launched?

c. Where are those additional resources coming from?

5. Legal compliance: Joint programs with either international or domestic partners must comply with state law, CSU, and WSCUC policies, and SDSU guidelines. As such, the following types of arrangements are prohibited by policy:

a. Program, other than blended offerings that follow the CSU model of 4+1, cannot guarantee admissions to graduate degrees following an undergraduate course of study. Exceptions can only be made with explicit authorization from the Registrar's Office, the Provost and President, and the Chancellor's Office.

b. Programs cannot guarantee admissions to a graduate or undergraduate program following completion of a certificate or advanced certificate. Exceptions can only be made with explicit authorization from the Registrar's Office, the Provost and President, and the Chancellor's Office.

c. Program modality must be consistent with CSU guidelines and authorizations. Program modality cannot just be changed to satisfy the needs of a new group of students without obtaining authorization from the Chancellor's Office and without undergoing the campus review process.

d. Programs cannot "set aside" seats for students from joint programs.

e. Use different admissions criteria than advertised for all students.

6. MOUs that have articulation considerations should be reviewed with the Articulation Officer in CAA.

7. Other arrangements - Arrangements with international or domestic partners dealing with faculty or student exchanges, participation in scholarship, visiting offers, etc need not go through this process. The requirements set here are only for joint agreements that involve curriculum, the awarding of any degree, matriculation to SDSU, etc.