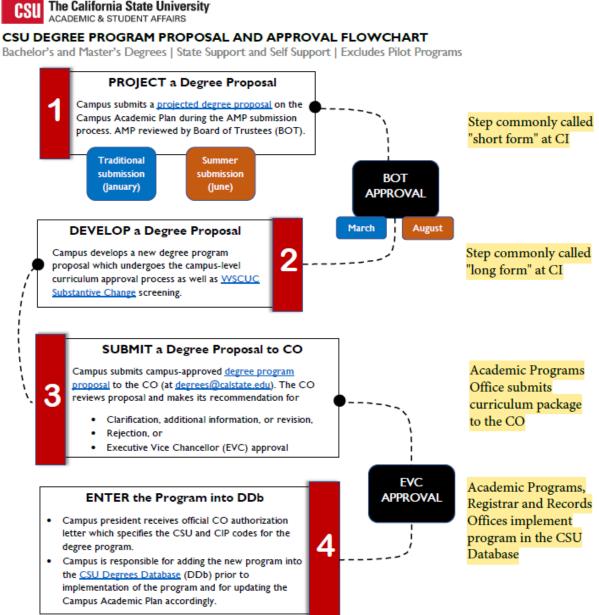# CSU's Two-Step Approval Process –

Program Projection (AMP) to Program Implementation

The CSU requires a two-step process for the approval and implementation of new program proposals (BS, BA, MA, MS and doctorates). The first step is for the campus to submit new program proposals to the Board of Trustees (BOT), approved through the campus shared-governance process. The BOT considers new program intent proposals twice per year. Once the new program proposals are approved by the BOT and placed in the system-wide AMP, the campus can develop, recommend and submit to the Chancellor's Office (CO) the full curriculum proposal. This step must be approved through the campus shared governance process and screened by WUSCUC. Currently, the CO's review of the second step takes approximately 2 months. Once the campus President and Academic Programs receive CO's approval letter, the campus can proceed with program implementation: coding in the CSU database, recruitment, admissions and setting the first term of instruction.

CSU **The California State University**
ACADEMIC & STUDENT AFFAIRS

CSU DEGREE PROGRAM PROPOSAL AND APPROVAL FLOWCHART
Bachelor's and Master's Degrees | State Support and Self Support | Excludes Pilot Programs

1 PROJECT a Degree Proposal
Campus submits a projected degree proposal on the Campus Academic Plan during the AMP submission process. AMP reviewed by Board of Trustees (BOT).

Traditional submission (January)

Summer submission (June)

BOT APPROVAL
March | August

Step commonly called "short form" at CI

2 DEVELOP a Degree Proposal
Campus develops a new degree program proposal which undergoes the campus-level curriculum approval process as well as WSCUC Substantive Change screening.

Step commonly called "long form" at CI

3 SUBMIT a Degree Proposal to CO
Campus submits campus-approved degree program proposal to the CO (at degrees@calstate.edu). The CO reviews proposal and makes its recommendation for

- Clarification, additional information, or revision,
- Rejection, or
- Executive Vice Chancellor (EVC) approval

Academic Programs Office submits curriculum package to the CO

EVC APPROVAL

4 ENTER the Program into DDb

- Campus president receives official CO authorization letter which specifies the CSU and CIP codes for the degree program.
- Campus is responsible for adding the new program into the CSU Degrees Database (DDb) prior to implementation of the program and for updating the Campus Academic Plan accordingly.

Academic Programs, Registrar and Records Offices implement program in the CSU Database

For more information, guidance, and templates for developing academic programs: Program Development.   Revised 11/1/22