

***Academic Programs and Faculty Development*** *APP@calstate.edu*

*401 Golden Shore, 6th Floor 562-951-4672*

*Long Beach, CA 90802-4210 562-951-4982 (FAX)*

*www.calstate.edu* ***10-9-14***

**Procedures for Proposing Pilot Degree Programs**

The original policy is available at <http://www.calstate.edu/app/documents/Fast_Track_Pilot_Programs.pdf>

**The Pilot Degree Program Proposal Process**

In support of the CSU tradition of experimentation in the planning and offering of degree programs, Trustee policy established in July 1997 that a limited number of proposals that meet fast-track criteria may be implemented as 5-year “pilot programs” without prior review and comment by the Chancellor.

**Pilot-Program Criteria**

Pilot degree programs must meet all of the following six criteria:

1. The proposed program could be offered at a high level of quality by the campus either within the campus’s existing resource base, or there is a demonstrated capacity and support to fund the program on a self-support basis.

2. The proposed program is not subject to specialized accreditation by an agency that is a member of the Association of Specialized and Professional Accreditors, or it is currently offered as an option or concentration that is already recognized and accredited by an appropriate specialized accrediting agency.

3. The proposed program can be adequately housed without a major capital outlay project. Major capital outlay construction projects are those projects whose total cost is $610,000 or more (as adjusted pursuant to Cal. Pub. Cont. Code § 10705(a); 10105 and 10108).

4. It is consistent with all existing state and federal law and Trustee policy.

5. It is either a bachelor’s or master’s degree program.

6. The proposed program has been subject to a thorough campus review and approval process.

7. If a self-support program, a budget must be included showing: 1) the per-unit cost to students, 2) the total cost to complete the program, and 3) a cost recovery budget. (See Pilot Program Proposal Template for required budget elements).

**Pilot Program Implementation Procedures**

1. Prior to implementation, the campus is obligated to (1) notify the Chancellor’s Office of plans to establish the program, (2) to provide a program description and list of curricular requirements, and (3) to confirm that each of the six pilot criteria apply to the pilot program. To facilitate this requirement, campuses may use the Pilot Program Proposal Template found on the APP website at [www.calstate.edu/APP/Resources](http://www.calstate.edu/APP/Resources).
2. While Chancellor’s Office approval is not required, a pilot-program must be acknowledged by the Chancellor’s Office before the program is implemented.
3. A campus may implement a pilot program without first proposing the projection on the campus Academic Plan. In such cases, the program will be identified as a pilot program in the next annual update of the campus Academic Plan.

**Pilot Operational Policy**

1. A pilot program is authorized to operate only for five years.
2. If no further action is taken by the end of the five years, no new students can be admitted to the pilot program.
3. If no further action is taken by the end of the five years, the campus is obliged to make appropriate arrangements for students already enrolled to complete the program.
4. After five years, if a campus decides to convert the pilot program to regular program status, the campus is required to follow the procedure outlined in the *Converting Pilot Programs to Regular Program Status* policy, found at www.calstate.edu/APP/Resources

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please direct questions to Dr. Alison Wrynn at (562) 951-4672 or awrynn@calstate.edu

APP 5/07/07

Revised 3/28/13

Revised 10/9/14