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| **Converting Pilot Programs to Regular Program Status Template Bachelor’s and Master’s Levels**  **Offered through State-Support and Self-Support Modes** |

**This document provides the format to be used when submitting a request to convert a pilot program to regular program status.**

1. **Program Type--Please indicate support mode and delivery format:**

a. State-Support

b. [Self-Support](http://calstate.edu/EO/EO-1099.html)

c. Delivery Format: fully face-to-face, fully online, or hybrid program

1. **Program Identification**
2. Campus
3. Full and exact degree designation and title (e.g. Master of Science in Genetic Counseling, Bachelor of Arts in History).
4. Date the Board of Trustees approved adding this program projection to the campus Academic Plan.
5. Term and academic year of intended implementation (e.g. Fall 2020).
6. Total number of units required for graduation. This will include all requirements, not just major requirements.
7. Name of the department(s), division, or other unit of the campus that would offer the proposed degree major program. Please identify the unit that will have primary responsibility.
8. Name, title, and rank of the individual(s) primarily responsible for drafting the pilot conversion document.
9. Any other campus approval documents that may apply (e.g. curriculum committee approvals).
10. Please specify whether this program was subject to WASC Substantive Change review. The campus is required to either attach a copy of the WASC Sub-Change proposal.
11. **Program Description**
12. Please provide the catalog description of the program.
13. Please prepare a chart listing all curricular requirements.
14. **Program Evaluation**
15. Please provide evidence of a thorough program evaluation, including an on-site review by one or more experts in the field.
16. **Comprehensive Assessment Plan**
17. Please include a comprehensive program/student learning outcome assessment plan. (See attached for sample assessment plan matrix).
18. **Faculty Resources**
19. **Facility Resources**
20. **Enrollment Statistics**
21. Please provide enrollment statistics over the prior five years.
22. **Program Quality**
23. Please provide evidence of program quality.

**10. Evidence of Societal Need**

1. Provide evidence of applicable workforce demand projections and other relevant data that indicate labor-market demand.

**Note: Data Sources for Demonstrating Evidence of Need**

APP Resources Web <http://www.calstate.edu/app/resources.shtml>

[US Department of Labor, Bureau of Labor Statistics](http://www.bls.gov/)

[California Labor Market Information](http://www.labormarketinfo.edd.ca.gov/)

1. **Student Demand** 
   1. Provide compelling evidence of continued student interest in enrolling in the program. Types of evidence vary and may include national, statewide, and professional employment forecasts and surveys; petitions; survey results from potential students; lists of related associate degree programs at feeder community colleges; reports from community college transfer centers; and enrollments from feeder baccalaureate programs, for example.
2. **Appropriateness to Institutional Mission**
3. Please provide a brief narrative describing how the program supports the institutional mission of the campus.
4. **Preparation for Employment and/or Graduate Education**
5. Please write a brief narrative on how the program prepares graduates for employment and/or graduate education.
6. **Self-Support Programs (in conformance with EO 1099 and EO 1102))**
7. For self-support programs, please provide the following information including costs:

* specification of how all required EO 1099 self-support criteria are met
* the proposed program does not replace existing state-support courses or programs
* academic standards associated with all aspects of such offerings are identical to those of comparable state-supported CSU instructional programs
* explanation of why state funds are either inappropriate or unavailable
* a cost-recovery program budget is included\*
* student per-unit cost is specified
* total cost for students to complete the program is specified

\* Basic Cost Recovery Budget Elements

(Three to five year budget projection)

Student per-unit cost

Number of units producing revenue each academic year

Total cost a student will pay to complete the program

Revenue - (yearly projection over three years for a two-year program; five years for a four-year program)

Student fees

Include projected attrition numbers each year

Any additional revenue sources (e.g., grants)

Direct Expenses

Instructional costs – faculty salaries and benefits

Operational costs – (e.g., facility rental)

Extended Education costs – staff, recruitment, marketing, etc.

Technology development and ongoing support (online programs)

Indirect Expenses

Campus partners   
Campus reimbursement general fund   
Extended Education overhead   
Chancellor’s Office overhead

\*Additional line items may need to be added based on program needs

**Questions?**

## Contact Academic Program Planning

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Academic Program Planning is on the Web <http://www.calstate.edu/APP/>

**Contact Extended Education**

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