



## CALIFORNIA STATE UNIVERSITY, LONG BEACH

---

### OFFICE OF ACADEMIC PROGRAMS

To: College Curriculum Administrators, Faculty, and Staff  
From: Jody Cormack, Vice Provost for Academic Programs  
Re: EO 1071 Update and Review of Procedures.  
Date: August 6, 2019

Thank you for your working to determine and implement curricular plans for programs that are not compliant with [EO 1071](#). I have attached the most recent update for your programs. The following procedures are guidelines to facilitate your work moving forward. Please share these documents with your Chairs and Curriculum Committees.

1. Revised core template. If you are planning to revise the core of your degree/option to meet the standard of a 51% core, please provide a comparison of current courses and units with revised courses and units to demonstrate how compliance was achieved. You may use the attached compliance verification worksheet, or any worksheet of your own design. We will confirm the revised core, and notify the Chancellor's Office that this degree/option is now in compliance.
2. Elevation template. If you are planning to elevate your option to a degree, and *if the curriculum is not changing significantly*, please use the [Option Elevation template](#). Please note that although option elevations do not need to be listed on the CSU Academic Master Plan prior to elevation, they does require Department and College Curriculum committee approval. A Dean's letter certifying that the college will support any increased resource demands as a result of this elevation is also required. Once these approvals are obtained, please send the proposal to the Vice Provost for Academic Programs (VPAP) for review and forward to the Academic Senate Chair. The request will be sent to URC, CEPC, then the Academic Senate. Once approved, the Senate Chair and VPAP will notify the President, and the VPAP will send the proposal to the Chancellor's Office for approval. Once approval is received, the VPAP will notify the College, Department, Catalog office, and Admissions office
  - a. **New courses**: If you are developing new courses or implementing course changes with the elevated degree, please use the appropriate Curriculog forms. These courses will be not be published in the catalog until the new degree program is approved.
  - b. **Name Change**: If the elevated option plans to keep the same name (i.e., MA in Education with an Option in Educational Administration elevates to MA in Educational Administration), then no documentation other than the Option

Elevation template is needed. If the elevated option does plan a name change, please see the procedure for Changing a Degree Title in the section below.

- c. CIP/CSU degree codes: If the elevated option plans to keep the same [CIP/CSU degree code](#), then no further documentation is needed (if you are unsure of what your CIP/CSU degree codes are, contact [monica.alarcon@csulb.edu](mailto:monica.alarcon@csulb.edu)). *If the curriculum is changing significantly*, and if the curricular changes will lead to a change in the CIP/CSU code descriptions, then a [New Program Proposal](#) is required. Please note that new degree proposals must be approved for the CSU Master Plan prior to beginning the campus approval process.
3. [Changing a Degree Title](#). If you plan to change the degree title of a degree after the option has elevated, please follow the procedures described in [AS PS 97-01](#). A separate request to change the degree title must be added to the elevation proposal.
    - a. CIP/CSU degree codes:
      - i. If the elevated option with a new degree title plans to keep the same CIP/CSU degree code, then no further documentation is needed.
      - ii. If the curricular changes and the degree title change bring the degree closer to the description of the current CIP/CSU code descriptions, then this improved alignment should be highlighted within the elevation proposal, and no further documentation is needed.
      - iii. If the curriculum is changing significantly, and if the curricular changes will lead to a change in the CIP/CSU code descriptions, then a [New Degree Proposal](#) is required. Please note that new degree proposals must be approved for the CSU Master Plan prior to beginning the campus approval process.
    - b. Academic Program code: In addition to the CIP/CSU degree codes, the campus provides internal Academic Program codes. These codes are used to track degree data and student academic progress. Please consult with the VPAP if you are considering changing your internal Academic Program code.
      - i. If the curriculum is program plans to “teach out” the current option curriculum for currently registered students, and offer the new degree curriculum moving forward, then a new Academic Program code may be appropriate. This will allow both programs to run simultaneously, however it will also preclude tracking of program history and returning students will need to matriculate into the new curriculum.
      - ii. If the program does not have significant curricular changes, and it plans to transition currently registered students to the new degree program, then a new Academic Program Code is not recommended.
4. [Changing a Degree Designation](#). Degree Designation changes are unusual, but may be indicated in specific circumstances (i.e., the BA in FCS with Option in Consumer Affairs elevating to the BS in Consumer Sciences). In these instances, a separate request to change the degree designation must be added to the elevation proposal. Please follow the CSU guidelines for [Changing CSU Degree Designations](#).

5. Discontinuing an option.

- a. If you are planning on elevating your option, you do not need to go through campus approvals to discontinue your option.
- b. If you are planning on discontinuing your option, you will need to follow [AS policy statement 11-05](#). Once the Department and College Committees vote to close the option, send the request to the Academic Senate Chair and the Vice Provost for Academic Programs (VPAP). As long as there is no requested program discontinuance study, the request will be sent to CEPC, then the Academic Senate. Once approved, the Senate Chair and VPAP will notify the President, and the VPAP will notify the Chancellor's Office, the Catalog office, and the Admissions office that the option is discontinued.

Please let me know if you have any questions regarding these elevation procedures.

Sincerely,



Dr. Jody Cormack  
Vice Provost Academic Programs  
Dean of Graduate Studies

cc:

Donna Green, Registrar  
Maggie McGlothin, Director of Academic Programs and Articulation  
Monica Alarcon, Curriculum Specialist  
Jessica Pandya, Academic Senate Chair  
Danny Paskin, CEPC Chair