

## **MODIFY AN EXISTING PROGRAM**

### **Adding a Self-Support Version of a Previously Approved State-Support Degree Program**

#### **POLICY AND PROPOSAL REQUIREMENTS**

Policy On  
Extended Education;  
Self-Supporting  
Instructional  
Courses and  
Programs  
([1099](#))

From Extended Education (PaCE) System Policy, [K. Article 11](#). Implementation Procedures:

Prior to implementation, all extended education instruction shall have been approved under procedures in place for state-supported instruction, and all academic policies governing self-support instruction shall be identical to or established under the same procedures as those governing state-supported instruction.

#### **11.1.b3 Implementing a Self-Support Version of an Existing State-Support Program**

Before implementing a self-support counterpart of a previously approved state-supported degree program (degree type and title), Chancellor's Office review and written approval is required.

The proposal shall include:

- Confirmation the existing state-support offering is not being supplanted;
- Specification of the program's qualification(s) to operate as a self-support special session (per system policy)
- Rationale for the new support mode;
- Detailed cost-recovery budget specifying student fees per unit and total student cost to complete the program;
- Anticipated enrollment;
- Campus commitment to provide adequate faculty resources;
- Any anticipated impact on the existing state-support program, and
- Disclosure of any 3rd party partners or vendors contracted to support the program.

Subsequent to obtaining requisite Chancellor's Office written approvals, a campus may operate degree programs in state-support mode, self-support mode, or both, subject to the prohibition against supplanting.

**Please see notes on accreditation and service areas, pages 2 and 3.**

## Summary of Proposed Program Requirements and Limitations

1. Campuses are allowed to offer a self-support counterpart of a state-support degree program if all requirements in Extended Education (EE) system policy (and all relevant policies) are met and if CO approval is obtained. [EE Policy K Article 11.1](#).
2. Chancellor's Office approval is required prior to offering degree, certificate, and allowed credential programs within a service area traditionally served by another CSU campus. Proposals shall include evidence of both campus presidents' consent to the proposed location of operation and includes online instruction, and any outreach, recruitment and marketing conducting in conjunction with the program. [EE Policy B. Article 2.14](#).
3. CSU campuses shall not offer joint degree programs with out-of-country or out-of-state institutions. If a campus plans to offer a degree or credential program out of state or out-of-country, System policy on procedures offering programs outside California must be complied with, and a proposal must be approved by the Chancellor's Office. ([Procedures Governing Self-Support Programs Offered Outside the State of California](#))
4. CO approval is required prior to implementation, and any WSCUC substantive change proposals will also require a Chancellor's letter of approval before WSCUC approval.
5. The CSU mission, access and affordability remain important for self-support CSU degree programs and should be reflected in program pricing.
6. All recruitment and application materials for proposed programs must feature a qualification or statement that makes clear that admission and enrollment are subject to Chancellor's Office program approval and accreditation approval, if applicable.
7. Self-supporting special sessions shall not supplant regular course offerings available on a non-self-supporting basis during the regular academic year. ([Cal. Ed. Code 89708](#))  
[EE Policy F. Article 6.1](#)

## **ACCREDITATION: NEW SELF-SUPPORT PROGRAMS AND RELATED SUBSTANTIVE CHANGES**

Self-Support programs are subject to the same approval processes that state-support proposals must undergo ([EE Policy C. Article 3.1](#)). As such, WSCUC accreditation proposals that address new or changed self-support degree programs require documentation of all applicable university approvals—including a Chancellor's Office authorization letter.

The associated WSCUC process will need a Chancellor's program authorization letter to complete the WSCUC review process. Campuses need not complete a separate CSU proposal but may submit the WSCUC Substantive Change proposal to the Chancellor's Office. WSCUC policies can be found at: <https://www.wscuc.org/handbook2023/>

Pre-Licensure Nursing Programs are required by the California Board of Registered Nursing (BRN) to submit a new program proposal to the BRN along with a Chancellor's Office approval letter. The new program proposal submitted to the BRN may serve as the campus proposal to the Chancellor's Office.

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Proposals should be submitted by campus Academic Affairs to [degrees@calstate.edu](mailto:degrees@calstate.edu).

Please direct academic program planning questions to Dr. Brent Foster, Assistant Vice Chancellor and State University Dean, Academic Programs and Faculty Development at [bfoster@calstate.edu](mailto:bfoster@calstate.edu) or [degrees@calstate.edu](mailto:degrees@calstate.edu)

Questions about self-supporting courses and programs may be directed to Dr. Mandara Savage, Assistant Vice Chancellor, Professional and Continuing Education (PaCE) at (562) 951-4793 or [PaCE@calstate.edu](mailto:PaCE@calstate.edu)

***This document should be utilized in conjunction with the 5-year Budget Template***