

CHAPTER TWO  
ACADEMIC AFFAIRS

210           ACADEMIC PROGRAMS AND PLANNING

Academic Programs and Planning

The mission of Academic Programs and Planning is to support the development, delivery and continuous improvement of academic programs which help students achieve University and program learning objectives. Academic Programs and Planning provides leadership in academic planning and the development of policies affecting curricula, facilitates the implementation of these policies, assists faculty in the development of their curricula (both undergraduate and graduate), and coordinates the University's regional accreditation as well as the accreditation (where applicable) and program review of all academic programs.

Academic Programs and Planning has responsibility for ensuring Cal Poly meets the CSU's accountability requirements. The office coordinates Community Based Learning and administers the University's Instructionally Related Activities (IRA) program. In addition, the provost has delegated authority to Academic Programs and Planning to resolve academic appeals (other than grade appeals) and oversee the administration of Cal Poly's General Education.

For additional policies related to academic programs, please consult the Cal Poly Catalog or the Academic Programs and Planning website  
<http://www.academicprograms.calpoly.edu>.

**References for CAP 210:**

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Academic Programs and Planning
4. Revision History: Use when applicable.
5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. Academic Programs and Planning website, <http://www.academicprograms.calpoly.edu>.
  - b. CSU Accountability Process, <http://www.calstate.edu/AcadAff/accountability/index.shtml>.
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy: None cited.

## 210.1 Academic Graduate Certificate Programs

### 210.1.1 Introduction

Academic graduate certificate programs shall provide a specialized area of study that meets the requirements for professional competence and to expand access to specialized knowledge. The subject matter should be advanced and narrow in focus.

The programs are typically designed for working professionals who are seeking to advance their career opportunities by obtaining specialized knowledge in their field or in a new field.

This policy does not apply to Continuing Education Units (CEUs) or other non-credit certificate programs offered by Extended Education. This policy does not apply to the following academic certificate programs at Cal Poly; Teaching English as a Second Language (TESL), Technical Communication, Organizational Leadership, Wine Industry, and Gerontology.

### 210.1.2 Definitions

#### 210.1.2.1 An academic graduate certificate program:

210.1.2.1.1 Declares that a student has satisfactorily completed a sequence of advanced academic courses that provide instruction in a stand-alone, coherent body of specialized knowledge; and

210.1.2.2 Is designed to meet requirements for professional competence, expand access to specialized knowledge, or meet occupational needs for advanced interdisciplinary work.

210.1.2.3 Is a stand-alone program that is distinct from a specialization taken in conjunction with or as part of a degree program;

210.1.2.4 Provides a set of learning experiences with a specific set of educational objectives;

210.1.2.5 Consists of 12-24 quarter units (3-6 courses);

210.1.2.6 May be provided via Special Sessions (self-support) through Extended Education (see Executive Order 1047); and

210.1.2.7 Has a formal application process and a distinct matriculation.

### 210.1.3 Specific Requirements

210.1.3.1 The educational background and prerequisites for admission into the graduate certificate program must be clearly stated.

210.1.3.2 The graduate certificate program advisor must verify that applicants have the appropriate and relevant background to meet the prerequisites of the program and to be successful in the program.

210.1.3.3 Admission to a graduate certificate program requires a bachelor's degree from an accredited institution with a major in a relevant field of study. The applicant must have attained a minimum GPA of 2.5 in the last 90 units attempted or have earned a GPA of at least 2.5 in the last degree completed. Work experience may substitute (at the discretion of the program) for the relevancy of the bachelor's degree and for the minimum GPA requirements.

210.1.3.4 Courses taken to satisfy the requirements of a graduate certificate program may be applied to the requirements of a graduate degree program; however, students must apply separately for admission into a graduate degree program.

210.1.3.5 Students who are enrolled only in a graduate certificate program are exempt from the continuous enrollment requirement for graduate students.

210.1.3.6 The graduate certificate program may allow a maximum of one 4-unit course in transfer credit, as determined by the graduate certificate program advisor.

### 210.1.4 Establishing Academic Graduate Certificate Programs

210.1.4.1 An academic graduate certificate program, and all its courses, must be approved by the provost upon the recommendation of the Academic Senate through the regular curriculum approval process.

210.1.4.2 A graduate certificate program will generally consist of courses at the 500 level. No more than half of the courses may be at the 400 level. No course-work may be below the 400 level.

210.1.4.3 Academic graduate certificate programs will be published in the catalog.

210.1.4.4 A graduate certificate program will be required to undergo program review at a frequency determined by Academic Programs.

### 210.1.5 Awarding an Academic Graduate Certificate

- 210.1.5.1 A minimum GPA of 3.0 is required for successful completion of a graduate certificate program. Students may not elect to take courses required for the certificate as credit/no credit.
- 210.1.5.2 A graduate certificate program must be completed within three years.
- 210.1.5.3 The title of the graduate certificate will appear on the student's official transcript.
- 210.1.5.4 Completion of the graduate certificate program will be commemorated by a document bearing the University seal and signed by the program's college dean(s).

**References for CAP 210.1:**

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Academic Programs and Planning
4. Revision History: Use when applicable.
5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. Academic Senate Resolution [AS-726-11 Resolution on Guidelines for Academic Certificate Programs](#).
  - b. CSU Executive Order 806 Certificates and Certificate Programs <http://www.calstate.edu/EO/EO-806.pdf>.
  - c. CSU Executive Order 1047 Special Sessions <http://www.calstate.edu/eo/EO-1047.html>.
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy: None cited.

- 210.2 Accessibility of Instructional Materials
- 210.2.1 Faculty shall use best efforts to choose course materials from publishers who provide accessible content in accordance with the Americans with Disabilities Act (ADA).
- 210.2.2 For as many courses as possible, departments will establish standing textbook selections with the Cal Poly campus bookstore.
- 210.2.3 Departments are required to inform the campus bookstore of textbook and coursepack selections for all courses requiring textbooks or coursepacks in a timely manner, at least six weeks prior to the start of the academic quarter.
- 210.2.3.1 Documented course exceptions to the six week deadline are permissible with justification by the department chair/head.
- 210.2.3.2 Any changes to standing textbook selections will be made at least six weeks prior to the start of the academic quarter.
- 210.2.3.3 Departments will establish processes to monitor and remind faculty who do not have their instructional material selections placed at least six weeks prior to the start of the academic quarter (e.g., use of faculty or staff instructional material coordinators).
- 210.3 Compliance to this plan will be annually reviewed by the provost or designee. If satisfactory compliance is not demonstrated, the Academic Senate will revisit this issue to recommend further action.

**References for CAP 210.2-210.3:**

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Academic Programs and Planning
4. Revision History: Use when applicable.
5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. Academic Senate Resolution [AS-187-85 Resolution on Students with Disabilities](#).
  - b. Academic Senate Resolution [AS-654-07 Resolution on Timely Accessibility to Instructional Materials](#).
  - c. CSU Executive Order No. 926, California State University Policy on Disability Support and Accommodations <http://www.calstate.edu/EO/EO-926.html>.
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy: None cited.

- 210.4 Course Syllabi
- Every instructor shall make available to each student in her/his class, during the first class meeting, a written course syllabus providing:
- 210.4.1 Instructor's contact information including office hours and office location;
  - 210.4.2 A list of required text(s) and supplementary material for the course;
  - 210.4.3 Methods and expectations for assessing/grading student performance for the course;
  - 210.4.4 Attendance requirements and make up policy (if applicable); and
  - 210.4.5 Other information the instructor deems necessary to assure the student's understanding of the nature, requirements, and expectations of the course.
- 210.4.6 Course Learning Objectives
- 210.4.6.1 Faculty shall communicate the course learning outcomes to students, and may use the syllabus or other means appropriate to the course to do so.
  - 210.4.6.2 Every instructor shall be required to spend a portion of the first meeting of the class discussing the course syllabus.
  - 210.4.6.3 Faculty have final responsibility for grading criteria and judgment and have the right to alter student assessment or other parts of the syllabi during the term.

**References for CAP 210.4:**

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Academic Programs and Planning
4. Revision History: Use when applicable.
5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. Academic Senate Resolution [AS-644-06 Resolution on Course Syllabi](#).
  - b. Academic Senate Resolution [AS-739-12 Resolution on Course Learning Outcomes](#).
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy: None cited.

## 210.5 Credit Hour, Definition

For all CSU degree programs and courses bearing academic credit, the “credit hour” is defined as “the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- 210.5.1 one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- 210.5.2 at least an equivalent amount of work as required in Section 210.7 of this policy for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”
- 210.5.3 A credit hour is assumed to be a 50-minute (not 60-minute) period. In courses, such as those offered online, in which “seat time” does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

### References for CAP 210.5:

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Academic Programs and Planning Office of the Registrar
4. Revision History: Use when applicable.
5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. CSU Chancellor’s Office Coded Memo AA-2011-14  
<http://www.calstate.edu/acadaff/codedmemos/AA-2011-14.pdf>.
  - b. Western Association of Schools and Colleges (WASC) Credit Hour Policy  
[http://wascsenior.org/sites/all/modules/pubdclnt/pubdclnt.php?file=http://wascsenior.org/files/Credit\\_Hour\\_Policy.pdf&nid=569](http://wascsenior.org/sites/all/modules/pubdclnt/pubdclnt.php?file=http://wascsenior.org/files/Credit_Hour_Policy.pdf&nid=569).
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy:
  - a. Federal Title 34 CFR 600.2 Definitions <http://www.gpo.gov/fdsys/pkg/CFR-2011-title34-vol3/pdf/CFR-2011-title34-vol3-sec600-2.pdf>.

## 210.6 Final Assessments and Examinations

### 210.6.1 Courses with Lectures and Seminars (other than 1-unit courses)

Course activity, including assessments, shall continue through the week designated for final assessments for all courses with a lecture component. Faculty are required to meet with students at the scheduled final assessment period and will use the week designated at the end of the quarter for the final assessing of student work. Faculty should decide the pedagogically appropriate assessment activity, e.g., exams, receipt of term papers or projects, presentations, etc.

The University's schedule for final assessment periods is available online at the Office of the Registrar's Calendars and Deadlines information site. The schedule, drafted by University Scheduling and approved by the provost, will designate an assessment period for each time block in which lecture sections are normally scheduled and the location assigned.

Final assessments will be given in all sections of lecture and seminar courses unless exempt under the provisions below.

The maximum time allotted for final assessment is three hours in a facility that is normally controlled by University Scheduling.

### 210.6.2 Non-lecture Courses and 1-unit Courses

Final assessments in non-lecture courses (labs/activity courses and 1-unit courses) will be held during the last week of instruction in the regularly designated meeting time and location unless an alternate time and location is pedagogically necessary, does not create an academic scheduling conflict for any student, and does not have to be scheduled by the University Scheduling Office.

### 210.6.3 Exempt Courses

Assessment exemptions may be granted for such reasons as uniqueness of course content or method of instruction, and/or a more appropriate procedure for establishing an evaluation of the student's performance in the course. Exemptions ordinarily will be established at the time the course is proposed by the department for inclusion in the University Catalog. Subsequent requests for exemptions will be submitted in writing through the department chair/head for approval by the appropriate college dean with notification of approved exemptions sent to University Scheduling.

### 210.6.4 Rescheduling

#### 210.6.4.1 Early Assessments

No final assessments shall be given prior to the scheduled final assessment period without written approval of the appropriate college dean and notification sent to University Scheduling at least two weeks before the final assessment.

#### 210.6.4.2 Common Assessments

Courses with three or more sections may hold assessments during “common assessment” times designated by University Scheduling with approval by the department chair/head and appropriate college dean. Faculty who have requests approved must notify University Scheduling at least two weeks before the final assessment. Any student who is unable to attend the common assessment time due to a conflict with another course’s final assessment shall be permitted to arrange an alternate assessment time.

#### 210.6.4.3 Alternate Assessments

Faculty may offer an additional (i.e., alternate) assessment period during the final assessment week; however, the assessment must also be offered at the original time set aside in the final exams schedule. Courses with alternate assessment periods during the final period must notify University Scheduling at least two weeks before the final assessment.

#### 210.6.4.4 Special Student Arrangements

Permission to take final examinations out of schedule may be granted by the dean of the college in which the course is offered for the following reasons only:

- a. Student going into the Armed Forces;
- b. Illness of the student;
- c. Death or serious illness in the student’s family;
- d. Student requested by the University to represent the University at an educational activity. Written statement by the person sponsoring the conflicting activity must be presented to the college deans of all schools in which the student is taking courses involved in the examination conflict;
- e. Permanent job placement interview arranged by the University.
- f. As an accommodation for a disability as confirmed by Cal Poly’s Disability Resource Center.

#### 210.6.5 Midterm Assessments and Examinations

Examinations are given during normal class meetings. No University schedule is published.

#### 210.6.6 Student Conflicts

Examinations which conflict with University activities should be brought to the attention of the college dean as early as possible

210.6.7 Procedures during Assessments and Examination

Faculty members should make every effort to ensure academic honesty and integrity by properly monitoring assessments and examinations.

**References for CAP 210.6:**

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Academic Programs and Planning
4. Revision History: Use when applicable.
5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. Academic Senate Resolution [AS-631-05 Resolution on Final Assessments](#).
  - b. Academic Senate Resolution [AS-722-10 Resolution on Academic Dishonesty: Cheating and Plagiarism Procedures](#).
  - c. Office of the Registrar Final Exams Schedule.  
[http://registrar.calpoly.edu/content/Calendars\\_Deadlines/index](http://registrar.calpoly.edu/content/Calendars_Deadlines/index).
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy: None cited.

210.7 Four-Unit Course Standard

All courses taught at Cal Poly, with the exception of those listed below, shall be standardized to four or more units. Courses with fewer than four units may be desirable in the following cases:

- a. Activity or laboratory classes (e.g., Physical Education, Art, Music, etc.);
- b. Classes taught in the supervision mode;
- c. Orientation classes;
- d. Library classes; and
- e. Coupled classes (e.g., lecture and labs taken concurrently, but listed separately).

**References for CAP 210.7:**

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Office of the Registrar
4. Revision History: Use when applicable.
5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. Academic Senate Resolution [AS-453-96 Resolution on Standardizing Course Units](#).
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy: None cited.

## Instructionally Related Activities

"Instructionally related activities" are those activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and that are, in the judgment of the president of a particular campus, with the approval of the trustees, integrally related to its formal instructional offerings. Activities that are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related activities.

Instructionally related activities include, but are not limited to, all of the following:

- a. Intercollegiate athletics costs that are necessary for a basic competitive program including equipment and supplies and scheduled travel, not provided by the state. Athletic grants should not be included.
- b. Radio, television, film costs related to the provisions of basic "hands-on" experience not provided by the state. Purchase or rental of films as instructional aids shall not be included.
- c. Music and dance performance costs to provide experience in individual and group performance, including recitals, before audiences and in settings sufficiently varied to familiarize students with the performance facet of the field.
- d. Theatre and musical productions basic support of theatrical and operatic activities sufficient to permit experience not only in actual performance, but in production, direction, set design, and other elements considered a part of professional training in these fields.
- e. Art exhibits support for student art shows given in connection with degree programs.
- f. Publications costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience basic to journalism and literary training. Additional publications designed primarily to inform or entertain shall not be included.
- g. Forensics activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program.
- h. Other activities associated with other instructional areas that are consistent with purposes included in the above may be added as they are identified.

The Instructionally Related Activities Fee, established in March 1978 by Executive Order No. 290 (superseded by subsequent Executive Orders), provides support for these essential educational experiences and activities, which aid and supplement the fundamental educational mission of the institution.

Contributions from Associated Student Associations, as well as other contributions, income derived from gate receipts, exhibition charges, sale of

publications, etc. also may be deposited in the Instructionally Related Activities fund.

#### 210.8.1 Use of Funds

IRA funds are to be used solely for the support of instructionally related activities as defined in Section 89230 of the California Education Code and by CSU Systemwide policy.

210.8.1.1 If capital equipment is purchased that will not be used solely by IRA programs/activities, IRA funds may be employed only in proportion to the anticipated IRA use.

210.8.1.2 Expenditures for awards that are the culmination of a group(s) or individual(s) efforts through competition or as a normal part of program activities will be allowed. Awards shall be in the form of trophies, plaques, ribbons, and other similar items, the value of which is primarily intangible and limited to the recipient(s).

210.8.1.3 The following expenditures of IRA funds are not permitted:

- a. Any expenditure for direct instruction.
- b. The purchase or rental of films to be used as instructional aids in a formal course offering.
- c. Gifts or contributions made to any individual, charity, business firm, or any other entity for any purpose, regardless of funding source.
- d. Salaries, stipends, or wages for faculty, students, or others to participate in IRA programs/activities may not be paid using IRA funds. However, IRA funds may be used to pay individuals to perform tasks essential to the provision of IRA programs/activities in which students will participate. Examples of such allowed expenditures include payment for ticket takers or security personnel for IRA events and the hiring of musicians and accent coaches for theater-related activities.
- e. Any expenditure that exceeds available cash on hand.

210.8.2 Students may be expected to contribute a modest amount financially in order to participate, provided that steps are taken to ensure that the activity is open to all students.

#### 210.8.3 IRA Advisory Committee

The IRA Advisory Committee (IRAAC) shall be formed to advise the University President or designee regarding both the level of the fee and allocation of fee revenue. The President or designee shall establish the advisory committee with

the number of students equaling the number of faculty and administrators combined. Faculty and administrators shall be appointed by the University President after appropriate consultation. Student members shall be appointed by the President of the Associated Students, Inc. (ASI) according to established campus procedures. The president of the ASI or designee, as one of the student representatives, shall serve as chair or co-chair.

#### 210.8.3.1 Functions

The primary function of the (IRAAC) is to advise the University President regarding the allocation of the Instructionally Related Activity fees revenues. In addition, the IRAAC will ensure that IRA groups focus on learning outcomes, that program accountability and assessment is incorporated into the IRA groups' activities, that the IRA groups' activities are consistent with departmental and college/division priorities, and that the IRA fee revenues be allocated in a manner that supports the University's goals.

The IRAAC shall evaluate and document the eligibility of activities for IRA fee funding. The procedures for evaluating eligibility shall be distinct from the procedures for determining the level of funding of eligible activities.

#### 210.8.3.2 Membership

- a. ASI president or designee (co-chair)
- b. Associate vice provost for Programs and Planning or designee (co-chair)
- c. Three student members shall be nominated by the ASI president in consultation with the chairs of the student councils (or equivalent) from the academic colleges. Membership should be rotated between the colleges annually. Additional alternates may be named, but voting members shall remain at three.
- d. Vice president for Student Affairs, or designee
- e. Vice president for University Advancement, or designee
- f. Academic Senate Curriculum Committee chair, or designee
- g. Vice president for Administration and Finance, or designee (non-voting)

#### 210.8.3.3 Students shall serve a one-year term

#### 210.8.3.4 The Instructionally Related Activities Advisory Committee may utilize staff as needed to ensure proper liaison function and support.

### **References for CAP 210.8:**

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Academic Programs and Planning
4. Revision History: Use when applicable.

5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. CSU Executive Order 290 Instructionally Related Activities Fee  
<http://www.calstate.edu/EO/EO-290.pdf>.
  - b. CSU Executive Order 1000 Delegation of Fiscal Authority and Responsibility  
<http://www.calstate.edu/EO/EO-1000.html>.
  - c. CSU Executive Order No. 1054 CSU Fee Policy <http://www.calstate.edu/eo/EO-1054.html>.
  - d. CSU SUAM 3726.14 Instructionally Related Activities Trust  
<http://www.calstate.edu/SUAM/SUAMDOCUMENTS/SUAM3700/SUAM3726.14.HTML>.
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy:
  - a. Title 5, California Code of Regulations, Section 41800.2 [Instructionally Related Activities Fee](#).
  - b. California Education Code section 89230 “Instructionally Related Activities”  
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=89001-90000&file=89230>.

## 210.9 New Degree Programs

Cal Poly follows the Trustees policies regarding criteria for new degree programs. The campus Academic Plan shall represent the collective opinion of campus constituencies about which desired new programs best serve the long-term interests and development of the campus as a whole and which programs most contribute to advancement toward the campus' goals. When developing/creating a degree proposal, refer to the CSU Trustees Policy on Academic Program Planning,

[http://www.calstate.edu/app/documents/Trustee\\_Planning\\_Policy\\_Fnd\\_Prgms.pdf](http://www.calstate.edu/app/documents/Trustee_Planning_Policy_Fnd_Prgms.pdf)

### 210.9.1 CSU Criteria for Degree Program Proposals

The traditional criteria for reviewing the academic master plans generally center on need, demand, and the ability to establish programs of high quality. These considerations will continue to pertain, along with considerations about the appropriateness of new curricula to campus missions.

### 210.9.2 Resources

Existing faculty should be sufficient to initiate and sustain all of the programs offered and projected; new faculty positions may not necessarily accompany total campus enrollment growth. If existing faculty are not sufficient, the campus plan may require reassignment of faculty positions from existing programs or to reduce the number of programs.

210.9.2.1 There should be a campus commitment to devoting resources (space, facilities, equipment, and the library) to the development of new programs at a level sufficient to demonstrate the campus' commitment to the success of those programs. A coherent degree major cannot be designed by merely "repackaging" existing courses in an effort to reduce costs. If new programs cannot be well supported, the campus must seriously consider whether they should be initiated at all.

### 210.9.3 Need for the Proposed Degree Program

210.9.3.1 The proposed degree program must fit with the campus' and college's Academic Master Plan.

210.9.3.2 The proposed degree program must fill an unmet need in terms of student demand or statewide or regional manpower needs. If not, there should be a compelling rationale for the program.

210.9.3.3 The proposed new degree program should be the most efficient way of meeting the need identified, or other alternatives should be considered.

- 210.9.3.4 The proposed new degree program should set realistic expectations about student enrollment as compared with other campuses.
- 210.9.3.5 Plans should be made for the resulting enrollment declines in existing programs if programs exist on the campus or at nearby campuses from which the projected program would draw students.
- 210.9.3.6 A review should be undertaken to determine if there are current surpluses of individuals in the region or in the state so trained, if the program is one that will prepare students for a specific occupation or profession. If so, there should be indications that the need will increase. A rationale for investing campus and state resources should be made if surpluses are expected to persist.
- 210.10 New Master's Degree Programs
- 210.10.1 Master's degree programs should be projected only when the sponsoring department is well established and has achieved a level of quality that has been affirmed by a program review or in subjects for which national accreditation, including review by a visiting team, is available.
- 210.10.2 Attention should be given to the impact the proposed master's degree will have upon the corresponding bachelor's degree and other instructional activities of the department.
- 210.10.3 The program should fit with the University and College Academic Master Plan.
- 210.10.4 For proposed graduate degree programs, a minimum of five full-time faculty members with the terminal professional degree should be on the program staff.
- 210.10.5 New master's degree programs should be initiated only if: they have the enrollment potential to support the offering of at least four graduate-level courses each year, there is evidence of the proposing department's capacity to support the level of research required for a graduate program, and sufficient graduate-level coursework can be offered to permit a student's program to include 70% graduate-level coursework.
- 210.11 Off-Campus Programs and Sites, Distance Learning
- The University's accrediting commission, the Western Association of Schools and Colleges (WASC), requires a Substantive Change approval for programs offered 50% or more at off-campus locations or through distance education. Approval must be obtained from WASC before students may be admitted into such programs.

## References for CAP 210.9-210.11:

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Academic Programs and Planning
4. Revision History: Use when applicable.
5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. Cal Poly Curriculum Handbook <http://registrar.calpoly.edu/content/curric-handbook/index>.
  - b. CSU Program Planning Resource Guide <http://www.calstate.edu/app/policies/program-planning-resource-guide.docx>.
  - c. CSU Chancellor's Office Coded Memo AAP 91-04 Recommendations on Study of Graduate Education  
[http://www.calstate.edu/APP/documents/AAP\\_91\\_04\\_Recommendations\\_Graduate\\_Education.pdf](http://www.calstate.edu/APP/documents/AAP_91_04_Recommendations_Graduate_Education.pdf).
  - d. CSU Chancellor's Office Coded Memo [EP&R 85-13 Guidelines for Breadth in New Bachelor's Degree Majors](#).
  - e. CSU Degree Program Proposals and CPEC Review Criteria  
[http://www.calstate.edu/app/documents/CSU\\_clarifies\\_CPEC\\_criteria.pdf](http://www.calstate.edu/app/documents/CSU_clarifies_CPEC_criteria.pdf).
  - f. CSU Trustee Policy on Academic Program Planning  
[http://www.calstate.edu/app/documents/Trustee\\_Planning\\_Policy\\_Fnd\\_Prgms.pdf](http://www.calstate.edu/app/documents/Trustee_Planning_Policy_Fnd_Prgms.pdf).
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy:
  - a. California Administrative Code of regulations Title 5, Section 40508  
<http://www.calstate.edu/app/policies/Title-5-S-40508-Bac-Total-Units.pdf>.
  - b. California Administrative Code of regulations Title 5, Section 40510  
[http://www.calstate.edu/app/documents/Title5\\_MastersDegree\\_requirements.pdf](http://www.calstate.edu/app/documents/Title5_MastersDegree_requirements.pdf).
  - c. Western Association of Schools and Colleges Degree Level Approval Policy  
[http://wascsenior.org/sites/all/modules/pubdCnt/pubdCnt.php?file=http://wascsenior.org/files/Degree\\_Level\\_Approval\\_Policy.pdf&nid=573](http://wascsenior.org/sites/all/modules/pubdCnt/pubdCnt.php?file=http://wascsenior.org/files/Degree_Level_Approval_Policy.pdf&nid=573).
  - d. Western Association of Schools and Colleges Substantive Change Policy  
[http://wascsenior.org/sites/all/modules/pubdCnt/pubdCnt.php?file=http://wascsenior.org/files/Substantive\\_Change\\_Policy.pdf&nid=677](http://wascsenior.org/sites/all/modules/pubdCnt/pubdCnt.php?file=http://wascsenior.org/files/Substantive_Change_Policy.pdf&nid=677).

210.12 Posthumous Degrees

Cal Poly may award a posthumous degree to family of a deceased student when the student has satisfactorily completed at least two-thirds (2/3) of all coursework toward a degree. Under special circumstances, the President or designee may grant the awarding of a posthumous degree or certificate for a student who has completed less than two-thirds (2/3) of the degree coursework.

**References for CAP 210.12:**

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Office of the Registrar
4. Revision History: Reference 5.b. added on May 8, 2015.
5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. Academic Senate Resolution [AS-543-00 Resolution on Proposal to Establish a Campuswide Policy on Posthumous Degrees](#).
  - b. [Cal Poly Operational Policy on Posthumous Degrees](#).
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy: None cited.

210.13 Prerequisite of C minus (C-)

Departments may designate a C- as the minimum grade required for students to advance to the next course in a sequence if the C- minimum is clearly indicated under the University Catalog description for the class and “or consent of instructor” is included along with the C- prerequisite in sequenced courses to allow individual students the opportunity to make a case for exceptions.

210.13.1 A footnote under the University grading policy in the catalog alerts students that certain sequenced courses may have a C- prerequisite for advancement.

210.13.2 C- prerequisites are enforced by departmental faculty or advisors (not the Office of the Registrar) during the Add/Drop period.

**References for CAP 210.13:**

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Office of the Registrar
4. Revision History: Use when applicable.
5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. Academic Senate Resolution [AS-528-99 Resolution on C- Prerequisites](#).
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy: None cited.

210.14 Priority Registration

Priority is established by recommendation to the President by the Registration and Scheduling Committee.

**References for CAP 210.14:**

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Office of the Registrar
4. Revision History: Use when applicable.
5. Related University Policies, Procedures, Manuals and/or Documents:
  - a. Academic Senate Resolution [AS-408-93 Resolution on Priority Registration](#).
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy: None cited.