

## Converting Pilot Programs to Regular Program Status

The California State University allows a limited number of degree programs that meet certain criteria to be established as “pilot programs” without review beyond the campus level. Pilot programs are proposed to the Chancellor’s Office and after a policy-compliance review, may be authorized to admit students for up to five years, at which point the program must be phased out or converted to regular-program status.

Conversion to regular program status requires that the campus submit to the Chancellor’s Office a pilot-conversion proposal, which includes: 1) all relevant program identification information, 2) a program catalog description including a list of all curricular requirements, 3) a thorough program evaluation, including an on-site review by one or more experts in the field, 4) a comprehensive assessment plan which includes a) all current student learning outcomes, b) a representative sample of one or more years of student learning outcome data, and c) a description of strategies applied to address areas of concern (closing the loop), 5) evidence of adequate faculty and facilities resources, 6) enrollment statistics over the prior five years, 7) evidence of program quality, 8) evidence of societal need (including labor-market demand), 9) evidence of continued student demand, 10) appropriateness to institutional mission, and 11) a brief narrative on how the program prepares graduates for employment and/or graduate education. For self-support programs, please provide a complete budget indicating all revenue sources and anticipated expenditures as well as 1) the per-unit cost to students, 2) the total cost to complete the program, and 3) a cost recovery budget. (See Program Proposal Template or Pilot Conversion Template for required budget elements.)

The campus may use either the traditional new program proposal template, making sure to include an on-site review by one or more experts in the field, or the “Pilot Conversion Template” found at [http://calstate.edu/app/program\\_dev.shtml](http://calstate.edu/app/program_dev.shtml). Campuses electing not to convert to regular status are expected to submit a letter of discontinuation, specifying program teach-out provisions.

### Pilot Program Criteria

The qualifications required for pilot status (listed below) remain in place when a campus converts a pilot program to regular program status.

- (a) the program can be offered at a high level of quality by the campus within the campus’s existing resource base, or there is a demonstrated capacity to fund the program on a self-support basis;
- (b) it 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;

(c) it can be adequately housed without a major capital outlay project;

(d) it is consistent with all existing state and federal law and Trustee policy;

(e) it is a bachelor's or master's degree program; and

(f) the program has been subject to a thorough campus review and approval process.

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