

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

S14-9, University Policy, Guidelines for Concentrations

Legislative History:

At its meeting of May 12, 2014, the Academic Senate approved the following policy recommendation presented by Senator Gleixner for the Curriculum and Research Committee. Title 5 (EO 1071) and procedural instructions from the Chancellor's Office give the campuses authority to develop their own curricular requirements for concentrations and processes for reviewing them. SJSU had no such policy in place so this policy defines the new curricula requirements and review processes for concentrations with the consideration that concentrations should include content that is part of the core of the major as well as content that distinguishes it from the major. This policy was approved and signed by President Mohammad Qayoumi on June 11, 2014 with an effective date of Fall 2014.

At its meeting of April 22, 2019, the Academic Senate approved Amendment A to University Policy S14-9 presented by Senator White for the Curriculum and Research Committee. Amendment A to University Policy S14-9 replaced Section I.A., I.B., IV.A. and IV.B. to bring our policy into compliance with EO 1071. Amendment A to University Policy S14-9 was approved and signed by President Mary A. Papazian on May 13, 2019, and is included in the policy below.

**University Policy:
Guidelines for Concentrations**

- Whereas A concentration is an official degree title granted on transcripts and degrees; and
- Whereas Title 5 (EO 1071) and procedural instructions from the Chancellor's Office give the campuses authority to develop their own curricular requirements for concentrations and processes for reviewing them; and
- Whereas Concentrations should include content that is part of the core of the major as well as content that distinguishes it from the major; therefore, be it
- Resolved The attached guideline for concentrations be enacted effective Fall 2014.

Approved (C&R): 11-0-0
Vote: April 7, 2014
Present: Buzanski, Cheruzel, Desalvo, Gleixner (Chair), Hart, Jaehne, Kohn, Schultz-Krohn, Sibley, Stacks, Trulio
Absent: Swanson, Sujitparapitaya
Financial Impact: Financial impact is unclear. Additional concentrations may increase enrollment in the major which would increase FTES.
Workload Impact: Additional concentrations typically increase course offerings, which has a substantial impact on faculty, departments, and the Offices of Undergraduate Studies and Graduate Studies and Research.

UNIVERSITY POLICY S14-9 GUIDELINES FOR CONCENTRATIONS

I. Curricula Requirements

A. Undergraduate Degree

1. Options, Concentrations, Special emphases or other similar subprograms represent less than 50 percent of the major requirements within a degree program. Major requirements may include preparation for the major.
2. At least 12 units for the options, concentrations, special emphases or other similar subprograms must be a unique set of requirements for the degree.

B. Graduate Degrees

1. Options, Concentrations, Special emphases or other similar subprograms represent less than 50 percent of the major requirements within a degree program.
2. At least 8 units for the options, concentrations, special emphases or other similar subprograms must be a unique set of requirements for the degree.

II. Procedure for Approval of Concentrations

A. Curriculum proposals for concentrations must include

1. the documentation required by the CSU to justify a new degree
2. an explanation of how the concentration contains material common to the major and material that confers a distinct specialty
3. an explanation of how the common material addresses the degree's program outcomes (concentrations are not assessed separately during program planning so all concentrations in a major must address the major's program outcomes)
4. documentation showing the department has the faculty and resources to support the new concentration
5. a detailed curricular plan complying with Part I of this policy
6. a degree template showing all courses and units in the new program

B. Approval process

1. Concentration proposals will be reviewed by the following committees and administrators in order

- i. appropriate department or school curriculum committee
 - ii. the appropriate college curriculum committee
 - iii. the college dean or designee
 - iv. the University Undergraduate Studies Committee or the Graduate Studies & Research Committee
 - v. the University Curriculum & Research Committee
2. Each committee or administrator will make a recommendation to approve or disapprove with rationale. The proposal will then be forwarded to next committee or administrator. The proposal will be forwarded to the Provost for final review.

III. Exceptions

- A. Proposal for concentrations that do not comply with the curriculum requirements described in section I can be submitted but must include a curricula justification.

IV. Existing Concentrations

- A. The Office of Undergraduate Studies or College of Graduate Studies will evaluate existing concentrations (those approved in Spring 2014 or earlier) to determine whether they conform with the curricular requirements of Section I.
- B. For existing options, concentrations, special emphases or other similar subprograms that fail to conform with the curricular requirements of Section I, the department will bring those programs into compliance with the start of their next program review process.