INITIAL BRAINSTORMING & MARKET ANALYSIS

CPGE Program Manager/Associate Dean and Campus Partner discuss program idea and review Special Session Program Proposal requirements.

Department and/or CPGE conduct formal research study on feasibility and viability of program.

No

CURRICULUM DEVELOPMENT & APPROVALS

Yes

1.5 - 2 years before launch

State Authorization

Determine whether State Authorization is necessary for the program.

Yes

No

Work with CPGE to Acquire State Authorization

CIES SPECIAL SESSION PROGRAM PROPOSAL DEVELOPMENT

Develop Special Session program proposal and financial plan/budget.

Review & Approval of College Dean

Review & Approval of CPGE Dean

Review & Approval of Office of GUP

Review & Approval by SJSU Provost

Yes/Program approval from the Office of the President

Yes

No

Yes

Yes

Yes

Yes

Yes

Approval from CSU Office of chancellor (if applicable).

MARKETING & RECRUITMENT

Develop Marketing/Recruitment plan in association with CPGE Marketing team.

Create marketing materials in association with CPGE Marketing team (website, social media, print and/or web-based collateral).

IMPLEMENTATION

Admit students into the program.

Provide instructions and advise students for enrollment.

Complete course development appointment forms.

Complete Instruction Appointment forms.

Submit Class Sections Add forms.

Students Enroll in Courses

Program Launched - Classes Start

First day of Classes

PROGRAM LAUNCH
### INITIAL CONSULTATION & IDEA DEVELOPMENT
- □ CIES Program Manager/Associate Dean and Campus Partner discuss program idea and review Special Session Program Proposal requirements.
- □ Department and/or CIES conduct formal research study on feasibility and viability of program.

### CURRICULUM DEVELOPMENT & APPROVALS
- □ Degree listed on [Academic Master Plan](http://www.sjsu.edu/ugs/faculty/curriculum/index.html) (if applicable).
- □ Develop curriculum for proposed program (degree and/or certificate) in association with the office of Graduate and Undergraduate Programs.
  - Undergraduate: [http://www.sjsu.edu/ugs/faculty/curriculum/index.html](http://www.sjsu.edu/ugs/faculty/curriculum/index.html)
  - Graduate: [http://www.sjsu.edu/gradstudies/curriculum/](http://www.sjsu.edu/gradstudies/curriculum/)
- □ Approval from the department curriculum committee.
- □ Approval from the college curriculum committee.
- □ Approval from the office of [Graduate and Undergraduate programs](http://www.sjsu.edu/gradstudies/curriculum/).
- □ Course(s) listed on SJSU Catalog under appropriate degree/certificate program.
- □ Approval from [WASC](http://www.sjsu.edu/gradstudies/curriculum/) (if applicable).

### MARKET ANALYSIS AND STATE AUTHORIZATION
- □ Determine whether State Authorization is necessary for your program based on market analysis and program objective.
- □ Work with CIES to Acquire [State Authorization](http://www.sjsu.edu/gradstudies/curriculum/) (if applicable).

### CIES SPECIAL SESSION PROGRAM PROPOSAL DEVELOPMENT
- □ Develop [Special Session program](http://www.sjsu.edu/gradstudies/curriculum/) proposal (in association with CIES).
- □ Develop [financial/budget](http://www.sjsu.edu/gradstudies/curriculum/) and complete [Program Review Form](http://www.sjsu.edu/gradstudies/curriculum/) (in association with CIES).
- □ Review & approval of College Dean.
- □ Review & approval of CIES Dean.
- □ Review & approval of Office of Graduate and Undergraduate Programs.
- □ Review & approval of SJSU Provost.
- □ Approval for offering program/course at proposed fee from the Office of the President.
- □ Approval for degree from the CSU Office of Chancellor (if applicable).

### MARKETING & RECRUITMENT
- □ Develop Marketing/Recruitment plan in association with CIES Marketing team.
- □ Create marketing materials in association with CIES Marketing team (website, social media, print and/or web-based collateral).

### IMPLEMENTATION
- □ Work with [Undergraduate Admissions](http://www.sjsu.edu/gradstudies/curriculum/) / [Graduate Admission & Program Evaluations (GAPE)](http://www.sjsu.edu/gradstudies/curriculum/) to establish application deadlines & procedures for prospective students.
- □ Admit students into the program.
- □ Submit [Class Sections Add forms](http://www.sjsu.edu/gradstudies/curriculum/)
- □ Complete [Instruction Appointment forms](http://www.sjsu.edu/gradstudies/curriculum/)
- □ Complete course development appointment forms (if applicable)
- □ Provide instructions and advise students for enrollment.
- □ Students Enroll in Courses

### PROGRAM LAUNCH