

**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.

**Effective Fall 2014**

**Action by University President:**

**Approved by President  
Mohammad Qayoumi on  
June 11, 2014**

**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.

## I. Curricula Requirements for Concentrations

### A. Undergraduate Degree

1. Concentrations within a degree program must have at least 30% similarity in the preparation for the major among the base major and all concentrations in the degree program.
2. Concentrations within a degree program must have at least 30% similarity in the core courses among the base major and all concentrations in the degree program.
3. Concentrations within a degree program must have at least 30% similarity in the major's courses among the base major and all concentrations in the degree program.
4. At least 10% of the units for the degree must be a unique set of requirements for that concentration.

### B. Graduate Degrees

1. Concentrations within a degree program must have at least 30% similarity in core coursework requirements for the master's degree among the base major and all concentrations within the degree, not including culminating experience (project, portfolio, or 299) units
2. At least 30% of the units for the degree must be a unique set of requirements for that concentration.

## 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 Offices of Undergraduate Studies and Graduate Studies & Research 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 concentrations that fail to conform with the curricular requirements of Section I, the college curriculum committee and Dean must inform the Offices of Undergraduate Studies or Graduate Studies & Research by the end of the Fall 2016 semester whether they approve of the existing concentrations being “grandfathered” in. If the college curriculum committee and Dean do not approve the concentration, it will be discontinued.