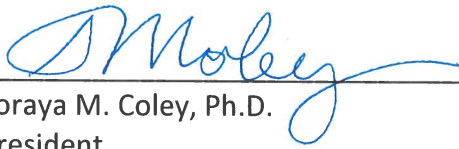


# Memorandum

DATE: September 25, 2017

TO: Sylvia A. Alva, Ph.D.  
Provost and Vice President  
for Academic Affairs

copy: Cabinet  
Jonna Lewis

FROM:   
Soraya M. Coley, Ph.D.  
President

SUBJECT: Delegation of Authority – EXECUTIVE ORDER NO. 1071  
Approve Options, Concentrations, Special Emphases and Minors

Pursuant to Executive Order No. 1071, I am delegating to the Provost and Vice President for Academic Affairs, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

Attachments

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR



BAKERSFIELD

March 26, 2012

CHANNEL ISLANDS

CHICO

**MEMORANDUM**

DOMINGUEZ HILLS

EAST BAY

**TO:** CSU Presidents

FRESNO

**FROM:** Charles B. Reed  
Chancellor

FULLERTON

**SUBJECT:** Delegation of Authority to Approve Options, Concentrations,  
Special Emphases and Minors — Executive Order 1071

HUMBOLDT

LONG BEACH

Attached is a copy of Executive Order 1071, which supersedes Executive Order 602 and which delegates to presidents the authority to approve options, concentrations, special emphases and minors.

LOS ANGELES

MARITIME ACADEMY

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

MONTEREY BAY

If you have questions regarding this executive order, please contact the State University Dean, Academic Programs and Policy at (562) 951-4672 or APP@calstate.edu.

NORTHRIDGE

POMONA

SACRAMENTO

CBR/clm

SAN BERNARDINO

SAN DIEGO

Attachment

SAN FRANCISCO

c: Executive Staff, Office of the Chancellor  
Provosts/Vice Presidents for Academic Affairs  
Associate Provosts/Vice Presidents for Academic Affairs  
Deans of Extended Education  
Deans of Graduate Studies  
Directors of Admission and Records  
Mr. Eric Forbes, Assistant Vice Chancellor, Student Academic Support  
Ms. Sheila Thomas, State University Dean, Extended Education

SAN JOSÉ

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4722

**Executive Order:** 1071  
**Effective Date:** March 26, 2012  
**Supersedes:** Executive Order 602  
**Title:** Delegation of Authority to Approve Options, Concentrations,  
Special Emphases and Minors

This executive order is issued pursuant to Section II (a) of the Standing Orders of the Board of Trustees of the California State University and sections 40100 and 40500(c) of Title 5 of the California Code of Regulations. This executive order supersedes Executive Order 602.

**1. Delegation of Authority**

Authority is delegated to the presidents to approve campus implementation of options, concentrations, special emphases and minors (also referred to as “subprograms”).

**2. Definition of Terms**

Subprograms are not defined at the system level.

**3. Requisite Conditions of Approval**

An option, concentration, special emphasis or minor may be approved under the authority delegated by this executive order only where adequate faculty, physical facilities, and library holdings sufficient to establish and maintain that subprogram already exist or where such support can reasonably be expected to become available.

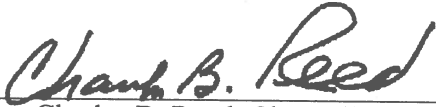
**4. Required Chancellor’s Office Notification**

4.1 There is no requirement to notify the Chancellor’s Office of new, modified or discontinued minors.

4.2 Prior to actual implementation of any option, concentration or special emphasis approved under this delegation, the Chancellor’s Office Department of Academic Programs and Policy shall receive e-mail notification (to APP@calstate.edu), including:

- a. the exact title of the new option, concentration or special emphasis;
- b. a list of courses constituting that new subprogram;
- c. the CSU degree program code (formerly called “HEGIS”) that students will use to apply to the program;

- d. the complete degree designation and title of the degree program housing the new subprogram (e.g. Bachelor of Science in Biology with a Concentration in Biochemistry); and
  - e. documentation that all campus-required curricular approvals are in place.
- 4.3 Prior to actual implementation of any option, concentration or special emphasis approved under this delegation, the campus shall enter that new sub-program into the CSU Degrees Database and activate the "Notify" button. Information regarding minors is not included in the CSU Degrees Database.

  
\_\_\_\_\_  
Charles B. Reed, Chancellor

Dated: March 26, 2012