

## II. Academic Degree Programs

Undergraduate and graduate degree programs are identified both by the title of the degree conferred and by the disciplinary area in which the degree is awarded. As one example, a B.S. in Mathematics is an undergraduate degree program with the Bachelor of Science degree title in the disciplinary area of mathematics. As another example, an M.F.A. in Theater is a graduate degree program with the Master of Fine Arts degree title in the disciplinary area of theater.

### II.A. Undergraduate Degree Programs

With the exception of the four scenarios described below, all actions involving undergraduate degree programs are administered by the individual campuses and do not undergo system-level review. Examples of campus-only action include creating a new undergraduate degree program, changing the name of an existing undergraduate degree program, and consolidating, transferring, or discontinuing an existing undergraduate degree program. All undergraduate degree programs must be offered under the sole or joint jurisdiction of the departments, colleges, schools, or other appropriate academic units of the University. Implementation of any of these actions is subject to approval by the respective Divisional Academic Senate and endorsement by the campus administration. Anticipated actions involving undergraduate degree programs should be identified in the *Five-Year Planning Perspective*. All final campus actions involving undergraduate degree programs should be reported to the UC Provost and relevant UCOP staff.

The scenarios that are the exception to campus-only action in connection with undergraduate degree programs and that trigger system-level review are as follows:

- 1) establishment of a hybrid undergraduate/graduate degree program (Section II.A.1);
- 2) creation of an undergraduate degree title unique to the campus (e.g., the first-ever B.F.A. program on the campus) (Section II.C.);
- 3) discontinuance of an undergraduate degree title that is the last of its kind on a campus; (Section II.C.) and
- 4) discontinuance of an undergraduate degree program that is the last of its kind in the UC system (Section IV.A).

In a few cases, undergraduate degree programs may be subject to a Substantive Change Review by UC's accrediting agency, the Western Association of Schools and Colleges (WASC). WASC defines a substantive change as "one that may significantly affect an institution's quality, objectives, scope, or control." Though limited, the circumstances that most often trigger substantive change reviews for UC include proposal of new programs where 50% or more of instruction will be offered online or at a degree level for which the campus does not have general authority. Please consult [WASC](#) resources online for updated information.

## II.A.1. Undergraduate/Graduate Hybrid Degree Programs

Undergraduate/Graduate hybrid degree programs are programs that allow undergraduate students to complete undergraduate and graduate programs simultaneously. Approval of such hybrid degree programs requires particular attention to double-counting of units. Proposals for hybrid programs must be sent simultaneously to the respective campus Divisional Committee on Educational Policy (CEP) and Graduate Council. Upon receipt of the proposal, a joint subcommittee of these two standing committees reviews the proposed hybrid program. If approved, the hybrid program proposal is forwarded to CCGA per the guidelines laid out in Section II.B.1., *Establishment of New Graduate Degree Programs*.

### Details of the Process

1. A campus should include the anticipated action for the undergraduate/graduate hybrid degree program in its *Five-Year Planning Perspective* as early as possible in the proposal development stage.
2. Both the Divisional Committee on Educational Policy (CEP) and the campus Graduate Council review the proposal.
3. If approved at the campus, the proposal is forwarded to CCGA and follows the approval process for new graduate degree programs.

## II.B. Graduate Degree Programs

### II.B.1. Establishment of New Graduate Degree Programs

Campuses should include in their *Five-Year Planning Perspectives* new graduate degree program proposals as early as possible in the proposal development process. UCOP and CCGA review proposals for all new graduate degree programs, including self-supporting and professional degree programs,<sup>1</sup> Master of Advanced Studies (M.A.S.) titles, multi-campus programs, and programs offered jointly with other higher education institutions (e.g., CSU).<sup>2</sup> CCGA also reviews proposals for new M.D., D.D.S., D.V.M., Pharm.D., Doctor of Optometry (O.D.), and J.D. degree programs.

The elements required in a proposal for a new graduate degree are found in the [CCGA Handbook](#), in the section titled *Procedures for Proposals for New Graduate Degree Programs*; the Format for Graduate Degree Proposals is in [Appendix B](#). Once submitted for system-level review, proposals are simultaneously considered by the Provost and by CCGA.<sup>3</sup> **From submission to final approval by the President, system-level review**

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<sup>1</sup>Self-Supporting Graduate Professional Degree Program Proposals: These self-supporting programs must adhere to the same UC academic standards as other graduate degree programs.

<sup>2</sup> For the review and re-review of joint UC-CSU programs, see Section II.B.3.

<sup>3</sup> Until CPEC closed in November 2011, UC submitted for Commission review responses to a specialized questionnaire with information on graduate program proposals. The state is not currently requesting this information, though it may reinstate program review at a future time. Such action could require the University to resume additional data collection.

**typically takes several months and, on occasion, may take up to a full academic year.** Most of this time is devoted to CCGA review, including consultation with program proposers and solicitation of written comments from evaluators.

New graduate programs may also be subject to a substantive change review from the WASC. WASC defines a substantive change as “one that may significantly affect an institution’s quality, objectives, scope, or control.” Though limited, the circumstances that most often trigger substantive change reviews for UC include proposal of new programs where 50% or more of instruction offered online or at a degree level for which the campus does not have general authority. Please consult WASC’s [2012 Substantive Change Manual](#) and [Degree-Level Approval Policy](#) for updated information.

### Details of the Process

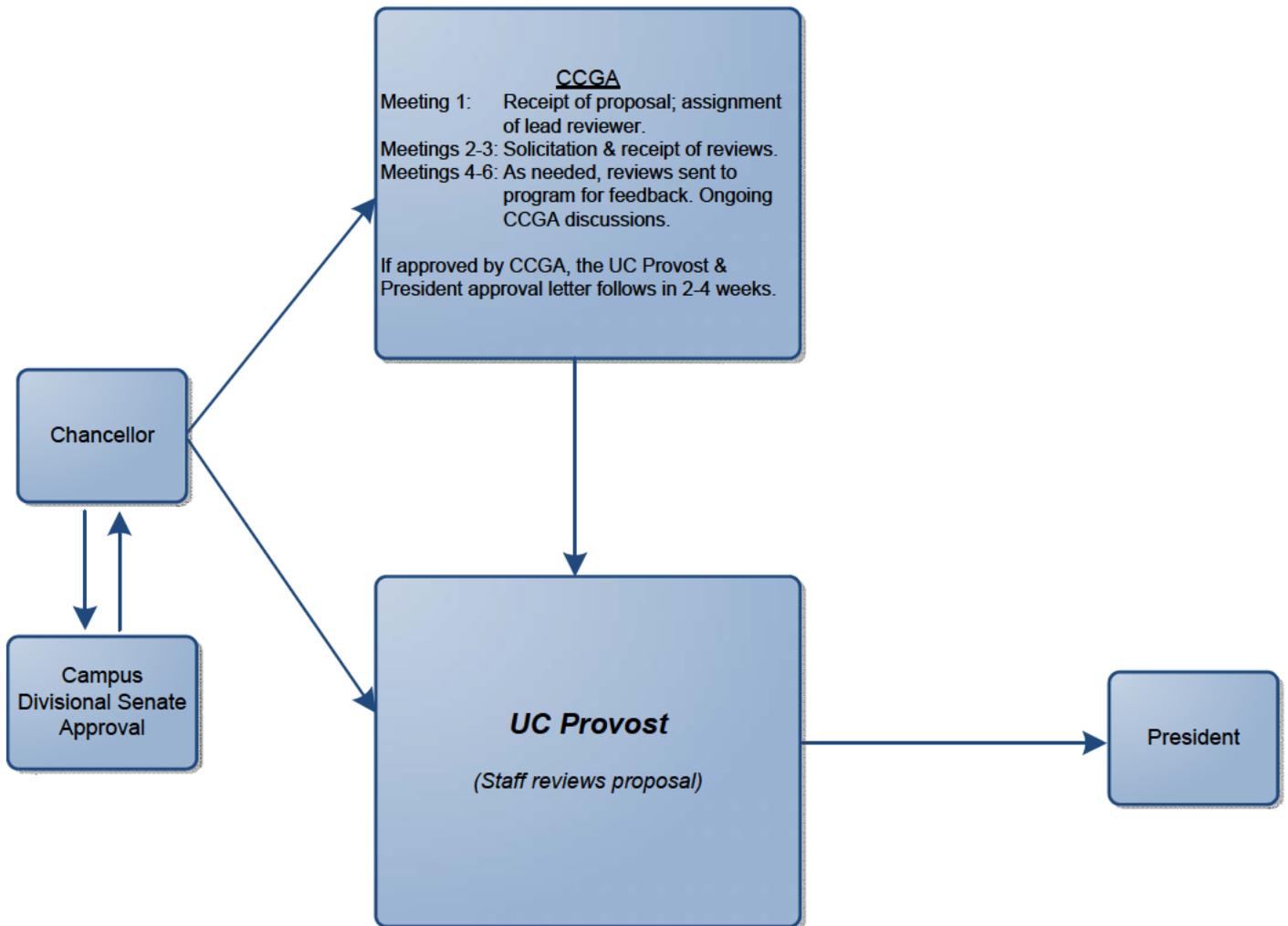
1. A campus should include in its *Five-Year Planning Perspective* each new graduate degree proposal as early as possible in the proposal development process.
2. Upon approval by the Divisional Senate and campus administration of the graduate degree program proposal, the Chancellor sends all required materials to the Provost, the Academic Council Chair, CCGA Chair, and CCGA staff.
3. CCGA carries out its review which includes a full committee discussion; dialogue with program proponents to clarify issues and modify the proposal; conversation with campus administration if applicable; proposal review by disciplinary experts (typically two external and one internal to UC); and, in rare instances, a site visit by the CCGA lead reviewer. **Review and approval of a new graduate degree program proposal at the system level can take several months and up to one academic year.**
4. If CCGA recommends approval of the proposed graduate degree program, the CCGA Chair transmits the committee’s approval and final report to the Provost with copies to the Academic Council Chair, CCGA, CCGA staff, the Divisional Chair, the campus Graduate Dean, and program proponents.

**NOTE:** If the proposed graduate degree program uses a degree title that has never been used before on the campus, additional reviews and approvals are required following CCGA’s recommended approval of the degree program (see Section II.C. *Undergraduate and Graduate Degree Programs with Unique Titles*). In such cases, the CCGA Chair transmits the approval letter to the Academic Council Chair who places authorization of campus use of the new degree title on the agenda of the next meeting of the Assembly of the Academic Senate. If there is no scheduled meeting of the Assembly of the Academic Senate within 60 days of CCGA approval of the graduate degree program, then, and in accord with Senate Bylaws, the matter is placed on the agenda of the Academic Council. If approved by the Academic Council, Council Chair forwards the program approval letter to the campus.

5. If the program is approved by the Senate (see 5. above), the Provost recommends the President approve the proposed graduate degree program for implementation.
6. After the President approves the proposed graduate degree program, the Provost notifies the campus and CCGA by e-mail and sends a printed copy of the President's approval to the campus and the Divisional Chair.

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## Appendix D.1: Review Process Flow Chart – New Graduate Degree Programs



*This sequence represents the typical process for system review of program proposals. **Campuses should allow approximately six CCGA meetings for this review.** Though some proposals complete the process more quickly, others will require more time, often because of delays in securing internal and external reviews.*