

## **UNDERGRADUATE DEGREE PROGRAM TCDD**

### **At School Level** (sequence determined by school):

- Proposal initiated by faculty group.
- Intention to transfer, consolidate, or discontinue an undergraduate degree program is included in the Five-Year Planning Perspective.
- Dean and School/College review and endorse proposal.
- Faculty group reviews and votes on proposal.
- Proposal is sent to Academic Planning and Provost for review.
- Proposal is forwarded to the Academic Senate for review.

### **At Senate Level:**

- Proposal is reviewed by CEP in consultation with CPB and relevant Councils as determined by Senate Chair.
- CPB and relevant Councils forward reviews to CEP and Senate Chair. Final review by CEP will be considered after receipt of CPB response.
- If approved by CEP, proposal is forwarded to Cabinet for endorsement.
- If any Senate Council raises concerns, the proposal will be forwarded to the Divisional Assembly after Cabinet review. The Cabinet can otherwise act in lieu of the Divisional Senate Assembly.
- Senate Chair sends approved proposal to Dean(s) and proposer(s) with copy to Academic Planning and administrative units.
- Provost (Academic Planning) notifies UC Provost with copy to Divisional Academic Senate.
- The proposal is sent to systemwide for review and approval if the degree is:
  1. Discontinuance of an undergraduate degree program that is the last of its kind in the UC system;
  2. Discontinuance of an undergraduate degree title that is the last of its kind on a campus;
  3. If Divisional Senate is not appropriately involved in campus review.

### Definitions:

- **Transfer:** Moving a program or unit into another one that subsumes it
- **Consolidation:** Combining two or more programs or units to form a new unified program or unit
- **Discontinuance:** Eliminating an academic program

### Communication Process:

Final proposal is electronically sent by Divisional Senate Executive Director to:

- School Dean(s)
- Proposer(s)

With electronic copy to:

- Provost
- Vice Provost, Academic Planning
- Associate Vice Provost, Academic Planning
- Vice Provost, Teaching & Learning and Dean, DUE
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration
- Associate Vice Chancellor, Enrollment Management
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CEP Chair, CEP Analyst, CPB Chair, CPB Analyst, Assembly Analyst

For COHS actions, also copy:

- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs