

NEW UNDERGRADUATE DEGREE PROGRAM

At School Level (sequence determined by school):

- Proposal initiated by faculty group.
- Intention to create a new undergraduate degree program is identified in the Five-Year Planning Perspective.
- Proposal is approved by faculty group. A record of the vote must be included in the proposal.
- Proposal is sent to Dean for resource analysis.
- Proposal is sent to Academic Planning for WSCUC review and commitment of resources from the Provost.
- 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. If it is a hybrid undergraduate/graduate program, it is also sent to Graduate Council for review.
- CPB, GC (optional), 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, the proposal is forwarded to the Cabinet for endorsement.
- Senate Chair forwards proposal to Assembly for approval.
- 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 Academic Senate.
- Proposal is sent by Divisional Senate to systemwide Senate for review and approval if the degree is:
 1. Establishment of a hybrid undergraduate/graduate degree program;
 2. Creation of an undergraduate degree title unique to the campus (e.g., the first-ever BFA program on the campus)

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

Final proposal is electronically sent by Provost (Academic Planning) to:

- UC Provost

With electronic copy to:

- Divisional Academic Senate: Chair, Chair Elect, Executive Director