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Appendix C
Overview: Review Process for New Graduate Degree Proposals

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Based on the CCGA Handbook and the Compendium of Universitywide Review Processes.
[formerly Appendix E]

Divisional Graduate Council
– Approves proposal for new graduate degree program after consultation with divisional Planning and Budget committee.

Divisional Assembly or Divisional Executive Committee
– Approves new degree proposals and explicitly approves use of any new degree title.

Chancellor
– After approval by the Chancellor or designee, sends all required materials to Systemwide reviewers, including the UC Provost, designated UCOP staff, Academic Council Chair, CCGA Chair and Vice-Chair, and CCGA analyst. The items to be sent are as follows:
  - the complete proposal and all appendices (see Appendix B for format);
  - a contact information sheet (located at the front of the proposal) with the lead proponent clearly identified;
  - transmittal letters indicating the necessary campus approval and support.
  - feedback from campus review committees and other entities as well as the proposers' responses (separate from proposal and appendices);
  - a list of the chairs (or program directors) of comparable UC programs to whom the proposal was sent, a sample of the cover letter, and any feedback received from those chairs;
  - additional requirements for special circumstances, including new degree title, degree to be offered by as an interdepartmental program or with participation from other institutions (see notes below);
  - *strongly recommended:* list of potential internal and external reviewers.

CCGA
– Assigns CCGA lead reviewer.
– Conducts review.
– CCGA review normally includes full committee discussion, interchange with the campus to clarify issues, and written review of the proposal by at least two disciplinary experts external to UC. If needed, one or two internal UC reviews may also be requested. If the CCGA or consultation by the lead reviewer with the Chair and Vice-Chair deems it necessary, a site visit may be performed by the lead reviewer. Program proposers must cover all costs of a site visit.

CCGA approval
– For new degree with a title already authorized for the campus, Letter to UC Provost copied to Council Chair.
– For new degree with a degree title that has never been used before on the campus, then the approval letter is sent to the Academic Council Chair, who will arrange for approval by the Assembly (or the Council if the Assembly is not meeting within 60 days) and then submit the approval to the Provost. (See *Compendium*, Section II.C).

President
– Designated UCOP staff draft letter to forward UC Provost's recommendation for approval to the President.
– President reviews proposal and campus is notified of President's action.
– If approved, campus may proceed with program implementation.

WASC
In some circumstances, a new degree proposal requires approval by the Western Association of Schools and Colleges.

Flow Chart

Campus prepares proposal after description is submitted in 5-Year Perspective. → Campus Divisional Senate approves proposal. → Chancellor approves and forwards proposal to CCGA, UC Provost, and designated UCOP staff..

Chancellor approves and forwards proposal to CCGA, UC Provost, and designated UCOP staff.. → CCGA selects a lead reviewer.

Chancellor approves and forwards proposal to CCGA, UC Provost, and designated UCOP staff.. → Concurrent review conducted by designated UCOP staff.

CCGA selects a lead reviewer. → The CCGA lead reviewer evaluates the proposal which may involve:
- obtaining additional information from the proposers;
- collecting external and internal reviews;
- conducting a site visit.

The CCGA lead reviewer evaluates the proposal ... → CCGA discusses the proposal as a whole. Progress reports are given by the lead reviewer. Other CCGA members may request further reviews, clarification, or information.

This process repeats as necessary.

CCGA discusses the proposal as a whole. ... → The lead reviewer prepares a final report and recommendation.

The lead reviewer prepares a final report and recommendation. → CCGA members vote to approve or return the proposal.

CCGA members vote to approve or return the proposal. → RETURNED: A letter is sent informing the proposing faculty of CCGA's concerns and reasons for returning the proposal. If the campus chooses to revise and resubmit the proposal, the review process repeats.

CCGA members vote to approve or return the proposal. → APPROVED: A letter is sent informing the UC Provost of CCGA's decision.

Concurrent review conducted by designated UCOP staff. → Designated UCOP staff review proposal on behalf of UC Provost and prepare Presidential approval letters.

APPROVED: A letter is sent informing the UC Provost of CCGA's decision. → UC Provost recommends to the President that the proposed program be approved.

Designated UCOP staff review proposal on behalf of UC Provost and prepare Presidential approval letters. → UC Provost recommends to the President that the proposed program be approved.

UC Provost recommends to the President that the proposed program be approved. → The President approves implementation of the graduate program.