

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,¹ Master of Advanced Studies (M.A.S.) titles, multi-campus programs, and programs offered jointly with other higher education institutions (e.g., CSU).² 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.³ **From submission to final approval by the President, system-level review**

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

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

³ 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.

II.B.2. Name Changes of Graduate Degree Programs

All proposed name changes for graduate degree programs must be forwarded to CCGA for system-level review. CCGA has the authority to deem a proposal either a "simple name change" or one that requires expedited review of the program. The faculty member responsible for the degree program should consult with the Divisional Graduate Council Chair before formal submission to CCGA. If CCGA finds that the name change constitutes a fundamental modification of the program, or a change in degree requirements, or that substantial new resources are implicated, CCGA will conduct an expedited review. This review will consist of an evaluation by two reviewers, one internal, and one external, and submission of a full program proposal (as if the degree program is being proposed for the first time).

Details of the Process

When requesting a name change of a graduate degree program, the responsible faculty member(s) should consult with the Divisional Graduate Council Chair to determine whether or not the request constitutes a "simple" name change. A "simple" name change applies only when the name change does not also involve a fundamental modification of the program, a change in degree requirements or a need for substantial new resources. If any of these conditions exist, CCGA may request an expedited review. In the case of a joint degree program, the other participating campuses or higher education institutions must also approve the name change and confirm that it does not signal a change in program fundamentals, requirements, or resources. Proposed name changes must conform to the Regents' [*Policy on Naming Facilities to Include Full Name of Individual*](#).

The responsible faculty member prepares a brief proposal describing the rationale for a new name for the graduate degree program and certifying that there is no associated change in degree requirements of the program and/or any need for substantial new resources; the proposal is submitted to the Divisional Graduate Council.

1. The Divisional Graduate Council informs the Chancellor of the approval of the name change. If Graduate Council determines that the action does not involve a fundamental modification to the program, a change in the degree requirements, or a need for substantial new resources, the Chancellor favorably reviews the name change. If the Graduate Council determines that the action implicates substantive changes, the Divisional Graduate Council will ask CCGA to conduct an expedited review of the program.

2. The campus transmits all materials from the responsible faculty members, Divisional Graduate Council, and Chancellor to CCGA for review. If CCGA concurs with the campus that the action is a “simple” name change, then systemwide review is complete, and the campus decision is final. If CCGA concludes that the name change implicates substantive changes to the program, it will conduct an expedited review. For expedited reviews, the campus must submit a full program proposal (as if the degree program is being proposed for the first time). The new program proposal must be approved by the Divisional Graduate Council before being submitted to CCGA for review.
3. After approval by the Divisional Graduate Council, CCGA will conduct an expedited review with two reviewers, one external, and one internal. Elements required for new graduate degree proposals are listed in the [CCGA Handbook](#), *Procedures for Proposals for New Graduate Degree Programs*, Format for the Graduate Degree Program Proposal.⁴

II.B.3. Joint Graduate Degree Programs

II.B.3.a. Establishment of New Joint Graduate Degree Programs

The establishment of new joint graduate degree programs with other higher education institutions (usually CSU) mirrors the process laid out in Section II.B.1. *Establishment of New Graduate Degree Programs*. System-level review is required and all sponsoring parties must approve the proposal whether the joint degree involves only UC campuses or UC campuses in partnership with CSU. With regard to the latter, the Joint Graduate Board reviews and approves degree proposals only when there are differences in system recommendations regarding a proposed program.

Over time, a basic philosophy of joint programs has emerged within the University. In particular, joint doctoral programs (JDPs) are designed to combine intellectual and physical resources for the benefit of campuses in both institutions and to meet a need not currently addressed within the University. Students enrolled in such programs take advantage of combined resources and disciplinary expertise. It is expected that research interests and program strengths of the proposing academic departments complement one another in synergistic fashion rather than duplicate existing offerings. These partnerships broaden the base for program development and provide greater depth of curricular and faculty resources.

II.B.3.b. Review/Re-Review of Joint Graduate Degree Programs

With the passage of legislation permitting CSU campuses to offer unilateral doctoral degrees in education leadership, some CSU campuses have withdrawn or substantially reduced their involvement in joint Ed.D. programs. Such withdrawals have the potential to seriously impact the nature, quality, and curriculum of the UC program. Once a

⁴ The President has delegated approval for formal name changes to the Provost in cases where it is necessary.

partner has formally withdrawn from a joint graduate degree program, a re-review proposal should be sent to CCGA.

Programs may admit up to two cohorts of students after the withdrawal—formal or de facto—of any partner, without further CCGA review. However, any program for which the participation of one or more CSU is withdrawn or significantly reduced will need to provide supplemental material for CCGA review before the third cohort is admitted. Any program wishing to cease operation should follow the procedures for the *Transfer, Consolidation, or Discontinuance of Graduate Degree Programs*, as delineated in Section IV.A. Detailed step-by-step instructions for the review/re-review of joint graduate degree programs can be found in the [CCGA Handbook](#).

II.C. Undergraduate and Graduate Degree Programs with Unique Titles

After completing procedures described in Sections II.A and II.B, most proposed actions involving undergraduate and graduate degree programs are final. However, proposals to create a new degree title on a given campus or to eliminate an existing degree title from a campus require additional review and approval. These include amendment of the Standing Order of the Regents ([SOR 110.1](#)) which specifies degree titles each campus is authorized to confer. Note that, once a degree title is discontinued and is removed from the Standing Order, a campus must go through the entire review process to re-establish the degree title.

Details of the Process to Create a New Undergraduate Degree Title

1. The responsible Divisional Academic Senate committee approves the undergraduate degree program and sends the approved proposal to the Divisional Chair who places authorization of campus use of the new degree title on the agenda of the appropriate Senate body (ordinarily a legislative assembly or a governing board).
2. Campus use of the new degree title is approved by the appropriate Divisional Senate body.
3. The Divisional Chair notifies the Chancellor of approval of both the degree title and the proposed undergraduate degree program. The Chancellor in turn notifies the Provost of the approvals and the campus administration's favorable review of these actions.
4. The Provost prepares a recommendation that the President authorize the campus' use of the new degree title (per delegation stated in SOR 110.1).
5. The President authorizes campus use of the new degree title and the Provost notifies the campus Chancellor with a copy to the Divisional Chair.
6. The Secretary and Chief of Staff to the Regents adds the degree title for the campus to SOR 110.1.

Details of the Process to Discontinue a Unique Undergraduate Degree Title

1. The responsible Divisional Academic Senate committee approves discontinuance of the undergraduate degree program and notifies the Divisional Chair, Chancellor, Academic Council Chair, and Provost that there are no longer any undergraduate degree programs using the particular degree title on that campus.
2. If the degree title is still not being used on campus five years after the program discontinuance becomes effective, the Provost notifies the Chancellor with copies to the Academic Council Chair and Divisional Chair that in three months the President intends to remove the degree title from those the campus is authorized to confer under SOR 110.1.
3. If the Chancellor concurs or does not respond, then at the designated time, the President approves removal of the degree title from SOR 110.1, and the Secretary and Chief of Staff to the Regents removes it. The Academic Council Chair and the Divisional Chair are copied on this correspondence.
4. If the Chancellor does not concur, then the Chancellor, Divisional Chair, Academic Council Chair, and Provost confer to determine a (short) timetable for the campus to establish a new undergraduate degree program utilizing that title or to agree that the title should be retired from those the campus is authorized to use.

Details of the Process to Create a New Graduate Degree Title

1. CCGA approves the graduate degree program and sends the approved proposal 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 in accord with Senate Bylaws, the matter is placed on the agenda of the Academic Council.
2. Campus use of the new degree title is approved by the Assembly of the Academic Senate or by the Academic Council acting on behalf of the Assembly of the Academic Senate.
3. The Academic Council Chair notifies the Provost of CCGA's approval of the graduate degree program and of Assembly's (or Academic Council's) approval of the degree title and copies the CCGA Chair, CCGA analyst, and the Divisional Chair.
4. The Provost prepares the recommendation (including the approvals from CCGA and the Assembly or Academic Council) to the President.
5. The President authorizes campus use of the new degree title and the Provost notifies the campus Chancellor, with copies to the Academic Council Chair, CCGA Chair, and Divisional Chair.

6. The Secretary and Chief of Staff to the Regents adds the degree title for the campus to SOR 110.1.

Details of the Process to Discontinue a Unique Graduate Degree Title

1. The Divisional Graduate Council (and the appropriate Divisional Senate body) must approve all discontinuances of all unique graduate degree titles.
1. CCGA receives notice from the campus of the discontinuance of the graduate degree program or CCGA initiates the process to approve the discontinuance of the graduate degree program.⁵ CCGA notifies the Divisional Chair, Chancellor, Academic Council Chair, and Provost that there are no longer any graduate degree programs using the particular degree title on that campus.
2. If the degree title still is not being used on the campus five years after the program discontinuance becomes effective, the Provost notifies the Chancellor, with copies to the Academic Council Chair and Divisional Chair, that in three months the President intends to authorize removal of the degree title from those the campus is authorized to confer under SOR 110.1.
3. If the Chancellor concurs or does not respond, then at the designated time the President approves removal of the degree title from SOR 110.1, and the Secretary and Chief of Staff removes it. The Academic Council Chair, CCGA Chair, and Divisional Council Chair are copied on this correspondence.
4. If the Chancellor does not concur, then the Chancellor, Divisional Chair, Academic Council Chair, and Provost confer to determine a (short) timetable for the campus to establish a new graduate degree program utilizing that title or to agree that the title should be retired from those the campus is authorized to use.

II.D. Interdepartmental Graduate Programs

CCGA requires that all proposals for interdepartmental graduate programs (IDP) or graduate groups include a set of governance bylaws as well as other information about campus commitment to the proposed program (e.g., teaching-assistantships, library resources, courses planned, etc.). For more information, please refer to the [CCGA Handbook](#).

⁵ CCGA may initiate the process to approve the discontinuance of the graduate degree program if it learns that the degree program has essentially been dormant for ten years or more (e.g., no students), or if it learns that a campus has plans to restart a dormant degree program with the same name but a different curriculum, thereby potentially bypassing a Divisional and CCGA review.

II.E. Graduate Academic Certificate Programs

[Senate Regulation \(SR\) 735](#) authorizes Graduate Divisions to grant certificates of completion of graduate curriculum, also known as Graduate Academic Certificates (GACs). SR 735 requires that certificate programs, *except those offered by University Extension*, be approved by both the Divisional Graduate Council and CCGA. A GAC is defined as a certificate program that:

- a) does not require its students to be enrolled in another graduate program;
- b) is not offered solely through a UC Extension Program;
- c) has an independent admissions process that requires at least a Bachelor's degree for admission; and
- d) carries a minimum of 3 quarters (or 2 semesters) of full-time resident study.

Certificate program proposals that meet the above criteria and are approved by CCGA according to SR 735 will be recognized as the only GACs that bear the official seal of the University of California. UC campuses may offer certificates without the official seal that do not conform to SR 735 requirements (e.g., are offered in conjunction with other types of professional or academic degrees, and are not considered stand-alone programs). These certificates should be critically reviewed on the local campus.

Details of the Process

New GACs should be reviewed/approved first at the local campuses by the Divisional Graduate Council before being submitted for systemwide Senate review by CCGA. The systemwide review of GACs typically includes the following elements:

1. New GAC program proposals will be submitted to CCGA for review as full proposals similar to those for the master's and Ph.D. programs.
2. The review of a new GAC program at CCGA will involve at least one external expert reviewer.