

## **Undergraduate Council Proposal Guidelines and Procedures**

### **New Undergraduate Majors and Minors**

The Academic Senate has delegated the review of undergraduate curriculum to the Undergraduate Council (UGC). To ensure that proposals include the information necessary for deliberation and approval, the UGC has developed the following procedures for proposing new majors and minors. If you have any questions, please contact the [Undergraduate Council Senate Analyst](#).

#### **A. Review Process**

##### **1. Overview**

Proposals should be submitted electronically to the [UGC Senate Analyst](#).

The proposal will be reviewed (1) for compliance with Senate policies & Regulations, and (2) to ensure that it includes all of the required items listed below. If the proposal is complete, it will be added to the agenda of the next appropriate meeting. Please note that proposals may take more than one meeting to finalize. The UGC recommends that Departments & Programs submit their proposals at least two quarters before the desired effective term.

##### **2. Deadlines**

The UGC meets monthly during the regular academic year and has established proposal deadlines for each meeting. Both the meeting schedule and proposal deadlines are published at the beginning of each academic year and may be found on the [UGC webpage](#). To ensure that changes to undergraduate majors and minors are reflected in the upcoming UCSD General Catalog, please refer to the [Academic Senate Catalog Copy webpage](#) and check the relevant deadlines.

#### **B. Proposal Format and Requirements**

##### **1. Cover Memo**

The proposal should include a brief cover memo from the relevant Department Chair/Program Director(s) addressed to the UGC, copied to the UGC Senate Analyst. All communications from the UGC will be addressed to the faculty identified in the cover memo.

##### **2. Executive Summary**

Each proposal must include an executive summary. This should provide a concise outline of the request, its rationale and justification, and the proposed effective date.

##### **3. Request**

The proposal should outline the specific major/minor title being requested, as it should appear on student transcripts and degrees.

##### **4. Rationale and Justification**

A thorough justification and rationale for the proposal is necessary. The proposal should identify the aims and objectives of the proposed major/minor and how it differs from existing programs.

##### **5. Curricular Requirements**

A detailed statement of all the academic requirements for the program must be provided. This should include, but is not limited to:

- a. all course requirements, including (1) lower and upper division “core” course, (2) emphasis courses (if required), and (3) permitted electives (if appropriate);
- b. any other program requirements (pre-major requirements, unit requirements, residency, etc.);

- c. sample 4-year program of study.

## **6. Relationship/Impact of Proposed Major/Minor on Existing Academic Programs**

In relevant cases, Senate review may also take into consideration how the proposed major/minor relates to existing programs and how it may impact these. When developing a proposal for a new major/minor, broad consultation is critical – it ensures an accurate assessment of the proposal’s impact on campus resources and has the added benefit of highlighting potential academic partnerships (which may strengthen the proposal). The UGC requires that the proposing Department/Program do the following:

- a. Contact Departments, Colleges and Programs reflected in the curricular requirements (in course requirements, prerequisites, and any other academic requirements) to assess impact of the proposed major/minor on the unit’s academic and administrative resources.
- b. In cases where the proposed major/minor is known to overlap, relate, or be of general interest to the academic mission of related Departments/Programs, the proposing unit should consult with these on the impact of the proposed major/minor on their academic resources.

All responses to B.6(a) & B.6(b) above must be attached to the proposal as section C.1 (below). The UGC recommends that the appropriate Divisional Deans or College Provosts be copied on this correspondence and any responses from them included in the proposal.

## **7. Evaluation Plan**

For new majors and minors, the UGC expects Departments & Programs to identify an evaluation plan to assess the appropriateness of the requirements, student interest, progress towards degrees, and any other issues that may be of concern.

## **8. Academic and Administrative Resources**

The proposal should define the academic and administrative resources required to start and maintain the proposed major/minor. The proposing Department/Program must outline how they plan to provide these, both in the short and long term. Letters of support from those responsible for assessing and providing Department/Program resources (Divisional Dean, College Provost) are appropriate and recommended. In cases where no additional resources will be needed, this must be stated and explained.

## **C. Supplementary Proposal Requirements**

### **1. Statements from Relevant Departments and Programs**

Please refer to section B.6. Departments & Programs impacted by or related to the proposed program must be consulted and their positions included in the proposal.

### **2. Catalog Copy**

The proposal must include draft catalog copy for the proposed major/minor.

### **3. Course Approval Forms**

If the proposal involves creating new courses or modifying existing courses, the proposal must include draft course approval forms for these courses. You may prepare the course approvals in eCourse and submit a PDF file of the *Request Summary* (generated in eCourse) with the proposal. The drafts should remain in the preparation stage until the UGC’s review is complete. Once the proposed curricular changes are approved, the UGC will ask the department or program to formally submit the course approval forms in eCourse for final approval. The course requests must match the drafts submitted with the proposal unless changes were requested by the UGC.