**Graduate Council**

**Proposal Guidelines for Changes to Existing Graduate Programs**

The Academic Senate has delegated the review of graduate curriculum to the Graduate Council. To ensure that proposals include the information necessary for deliberation and approval, the Council has developed the following procedures for proposing changes to existing graduate programs. If you have any questions, please contact Senate Analyst Lori Hullings (lhullings@ucsd.edu; 858-534-0100).

**A. Review Process**

**1. Overview**
Proposals should be submitted electronically in PDF format to the Graduate Council Senate Analyst, Lori Hullings. If the department chair or program director is not sending the submission directly, s/he should be copied on the e-mail.

The proposal will be reviewed for compliance with the following requirements and, if the proposal is complete, will be included in the agenda of the next appropriate meeting. Please note that proposals may take more than one meeting to finalize, and review of proposals may be deferred when there is insufficient time to finalize deliberations. During its review, the Graduate Council may send a copy of the proposal to relevant committees or agencies (e.g., Committee on Planning and Budget) with a request for comments. The Council recommends that departments/programs submit their proposals at least two quarters before the desired effective term.

**2. Deadlines**
The Graduate Council meets monthly during the regular academic year and has established proposal deadlines for each meeting. Please contact Senate Analyst Lori Hullings for this information.

**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 Graduate Council. All communications from the Council 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 proposed changes, including their rationale and justification and the proposed effective date.

**3. Requested Changes**
The proposal should outline the specific changes being requested and any transition measures required to implement these.

**4. Rationale and Justification**
A thorough justification and academic rationale for the changes must be provided. Departments/programs should articulate why the changes are necessary and/or appropriate.

**5. Curricular Requirements**
A detailed statement of the revised academic requirements must be provided. The proposal should address how the proposed changes impact the following, if relevant:
a. All requirements, such as: (1) "core" courses, (2) emphasis courses (if required), and (3) permitted electives (if appropriate). Please identify all current and new courses that will be included in the program. Include any other program requirements (unit requirements, residency, teaching requirement, etc.).
b. Foreign language requirement.

    c.   A sample program of study.
    d.   All required examinations; including field, qualifying, and/or final exams, as well as thesis and/or dissertation/capstone requirements.
    e.   Teaching requirements.
    f.   Normative time from matriculation to degree; for pre-candidacy and candidacy periods, including policies to ensure students make timely progress toward degree completion.

6. **Relationship/Impact of Proposed Changes on Existing Academic Programs (as applicable)**
In relevant cases, Senate review may also take into consideration how the proposed changes may impact related departments/programs. The Council requires that the proposing department/program do the following:

    a.   Describe the impact of the proposed changes on existing degrees within the department/program.
    b.   Contact departments/programs reflected in any changed curricular requirements (such as course requirements) to assess the impact of the changes on the unit's academic and administrative resources. The responses must be attached to the proposal. The Council recommends that the appropriate Divisional Deans be copied on this correspondence and any responses from them included in the proposal.

7. **Academic and Administrative Resources (as applicable)**
The proposal should define the academic and administrative resources required to support the proposed changes. Department/programs must outline how they plan to provide these. Letters of support from those responsible for assessing and providing department/program resources (Divisional Dean, Executive Vice Chancellor for Academic Affairs) are appropriate and recommended. In cases where no additional resources will be needed, this must be stated and explained.

8. **Graduate Student Support (as applicable)**
Please include detailed plans for providing sufficient graduate student support.  In fields that have depended on federal research grants, these plans should also discuss current availability of faculty grants that can support graduate students and funding trends in agencies expected to provide future research or training grants.  Additionally, please identify any external funding resources that will provide graduate student support and the number of teaching assistantships that will be available to the program.

**C.**  **Supplementary Proposal Requirements**

    **1.**  **Statements from Relevant Departments/Programs**
    Please refer to section B.6. departments/programs impacted by the proposal must be consulted and their positions included in this request.

    **2.**  **Catalog Copy**
    Append edited catalog copy.  Existing catalog copy can be downloaded from the Academic Senate webpage (http://senate.ucsd.edu/catalog-copy/).  Edit the downloaded Word document using track changes.

    **3.**  **Draft Course Approval Forms**
    If the changes require the creation of new courses or changes to existing courses, please provide draft course approval forms.