GRADUATE COUNCIL

Guidelines for New Graduate Degree Program Proposals

The Graduate Council is charged with making recommendations to the systemwide Academic Senate's Coordinating Committee on Graduate Affairs (CCGA) concerning the establishment of new graduate degrees and programs. The following guidelines are intended to assist departments and programs (hereafter referred to as "departments") in preparing new degree proposals that include the information necessary for deliberation and approval.

If you have any questions on the review process or the proposal format, please contact Lori Hullings, Senate Associate Director, at lhullings@ucsd.edu or 858-534-0100. Academic Senate staff and the Graduate Division are available to provide departments with preliminary feedback on draft proposals. For more information please contact Lori and Mary Allen, Director of Graduate Academic Affairs, at mallen@ucsd.edu.

A. Review Process

The Council recommends that departments submit their proposals at least one and a half years before the desired effective term. For example, if a program wishes for an effective date of Fall Quarter 2021, the Graduate Council recommends that the department submit its proposal at the start of Spring Quarter 2020. CCGA advises that its review typically takes four to six months to complete and can take longer.

1. **Administrative Review**
   New degree program proposals (including specializations) are required to undergo administrative review prior to submission to the Graduate Council. Procedures and the administrative routing sheet are available on the Graduate Division's website.

2. **Submission to the Graduate Council**
   Proposals should be submitted electronically in PDF format to Lori Hullings, Senate Associate Director, for the Graduate Council. If the Department Chair/Program Director is not sending the submission directly, s/he should be copied on the e-mail.

3. **Submission Deadlines**
   The Graduate Council's meeting schedule and deadlines for proposal submission are available on the Graduate Council's webpage.

4. **Divisional Academic Senate Committee Review**
   If the proposal is complete, it will be included on the agenda of the next appropriate Graduate Council 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.

   The Graduate Council will send a copy of the proposal to the Committee on Planning and Budget (CPB) and any other relevant committees or agencies for review. Comments received from these bodies are advisory to the Graduate Council.

   If the Graduate Council has questions about the proposal, it will contact the department to seek clarification and possibly submission of a revised proposal.

5. **Divisional Academic Senate Approval**
   Following the Graduate Council's approval, the Council will forward the proposal to the Division Senate Chair for placement on the Representative Assembly agenda for final local approval. If approved by the Representative Assembly, the proposal will be submitted to the Chancellor for endorsement and then forwarded to the systemwide Academic Senate and UC Office of the President.

6. **Systemwide Senate Review**
   At the systemwide Academic Senate level, the proposal is reviewed by CCGA. CCGA reviews typically take several months and include exchanges with the local campus proposers, evaluation by external reviewers, and sometimes a site visit by the CCGA lead reviewer. More information about the CCGA review process is included in the [CCGA Handbook](#).

   If a proposal represents a new degree title on campus (i.e., the campus is not authorized to offer per the Standing Order of the Regents), the Assembly of the Academic Senate must approve the new degree title.

7. **Approval from the UC Office of the President[1]**
   CCGA submits its letter of approval to the UCOP Academic Affairs. The President or her designated representative (usually the Provost and Senior Vice President – Academic Affairs) reviews the proposal and issues the final letter of approval to the campus.

B. **Proposal Format**
   All new degree program proposals must adhere to proposal specifications in [Appendix B: Format for the Graduate Degree Program Proposal](#) of the CCGA Handbook. **Proposers should address all bullets and questions in each proposal section included in Appendix B.**

   San Diego's Graduate Council offers additional guidance and specifications below, which is intended to serve as a supplement to Appendix B. The underlined section headers below correspond to the section numbers in Appendix B. Only those sections of Appendix B where the Graduate Council has provided additional information are included.

   - **Online Master's Degree Program Proposals**
     Proposals to establish online Master's degree programs should follow the same proposal format as described above. The proposing department must also ensure that the proposal addresses all of the information required in the Graduate Council's [Guidelines for Online Master's Degree Program Proposals](#).
   - **Self-Supporting Graduate Professional Degree Programs (SSGPDPs) Proposals**
     Proposals to establish new SSGPDPs should follow the same proposal format as described above. The proposing department must also ensure that the proposal addresses all of the information specified in the [UC Policy on Self-Supporting Graduate Degree Programs](#) and Appendices K (for all SSGPDPs) and M (for MAS degrees only) of the [CCGA Handbook](#).

   Date of Preparation
   - If the Graduate Council requests a revised proposal, the department must include the original submission date and add the date that the revised proposal was submitted on the cover sheet.
   - For each revision request, the Graduate Council will request that the department submit a clean version of the proposal and a version that tracks changes made to the original proposal. Only the clean version of the final submission will be forwarded to Representative Assembly and CCGA if approved by the Graduate Council.

   Section 2. Program

   Under #3(b), Program of study – Plans(s)
   - If the degree type already exists at UCSD (e.g. M.A., M.S., M.A.S., Ph.D.), the proposed program of study must conform to the requirements specified in the [San Diego Senate](#)

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[1] If the 50% or more of the courses for the proposed program of study will be offered via distance or online instruction, the proposal will also require approval from UC's accrediting body,WSCUC (WASC Senior College and University Commission) . Please contact Lori Hullings, lhullings@ucsd.edu, for more information.

[Regulation](#) for the degree. For new degrees (e.g. Master of X), departments must define the degree requirements and submit a draft Senate Regulation for the degree (see Section 9 of Appendix B).
- For proposals requesting the establishment of new M.A., M.S. or M.F.A. programs, departments must specify the terms and deadlines for formal advancement to candidacy. The standard for campus is that students may advance to candidacy and receive the degree in their last registered quarter.

Under #3(d), Program of study – Required and recommended courses, including teaching requirement
- If the proposal includes courses offered by other departments, the proposing department is required to contact those departments for a letter assessing the impact of the proposal on the unit's academic and administrative resources. The responses must be included in the appendices. The Council recommends that the appropriate Divisional Deans be copied on this correspondence.

Under #7, Final examination
- For Master's degree programs proposing capstone projects instead of a Master's thesis or comprehensive examination: Please reference Appendix I in the CCGA Handbook for guidance on what elements CCGA is looking for in a proposed capstone.

Section 4. Faculty
- If the proposed degree program includes participating faculty from other departments, the proposal must include letters of support from the individual faculty members and the department chair of the faculty member's home department as an appendix.
- For SSGPDP proposals:
  - Provide a detailed explanation of the measures taken in designing the SSGPDP to ensure that faculty will continue to provide at least the current level of support and commitment of energy to existing academic undergraduate and graduate programs and faculty research.
  - Provide a detailed explanation of how teaching assignments will be managed. The explanation should explicitly discuss teaching assignments in SSGPDPs in relation to the usual workload of concerned faculty members and whether teaching will be on-load or off-load basis. The department should also clearly address how much teaching will be done by non-Senate faculty.

Section 5. Courses
- Draft course approval forms for new courses must be included as an appendix.
- For distance education courses, departments must follow the San Diego Division's [UC San Diego Policy on Distance Education Courses](#).

Section 6. Resource requirements
- Letters of support from those administrative offices assessing and providing department/program resources (e.g. Divisional Deans, Executive Vice Chancellor for Academic Affairs) should be included as an appendix.
- Comments from all department chairs with graduate programs closely related to or affected by the proposed program should be included as an appendix.
- Specify the academic resources/staffing required to support the new program and outline how the department/program plans to provide these.

Section 8. Governance
- Describe the faculty oversight structure for the degree program.

CCGA's Appendix B notes that appendices are optional. San Diego's Graduate Council advises departments to include the following:

1. UCSD letters of support/commitment (required if applicable)
   - Please include the letters of support referenced in the sections of the proposal above.

2. UC Review letters (required)
   - Section 1, #5 of Appendix B requires proposers to send copies of their proposal to the chairs (or program directors) of all departments (or programs) on other UC campuses offering similar degrees, using the sample cover letter provided at the end of Appendix B. All responses should be included with the proposal.

3. External Review letters (optional)
   - CCGA encourages, but does not require, proposers to solicit rigorous reviews that address the issues spelled out in the sample letters provided in Appendix E of the CCGA Handbook and respond to any concerns raised in such reviews before passing their proposals along to campus Graduate Councils. The Graduate Council finds that when departments solicit external reviews, it improves the quality of the proposal and provides campus and systemwide reviewers with an additional means to assess the quality of the proposed program. However, soliciting external reviews prior to submitting the proposal does not guarantee a faster review.

4. Catalog copy (required)
   The proposal must include proposed catalog copy for the proposed degree program. Catalog copy files for existing departments and programs are available on the San Diego Senate's website: http://senate.ucsd.edu/catalog-copy/.

5. Draft course approval forms for new courses (required if applicable)

6. Suggested UC and External Referees (strongly recommended)
   - Please provide the names and contact information for four UC (outside of UCSD) and four external referees.

7. Draft Senate Regulation for the degree (required if applicable)

8. Draft faculty bylaws (required if applicable)

9. Faculty Vitae (optional as a separate PDF file)