

UCLA Compendium

For the Approval of Academic Programs and Academic Units

Effective Spring 2023. Approved by the Graduate and Undergraduate Councils on May 5, 2023.

Table of Contents

A.	INTRODUCTION	3
B.	FIVE-YEAR PLANNING PERSPECTIVE FOR ACADEMIC PROGRAMS AND UNITS	3
C.	SUBSTANTIVE CHANGE REVIEW	3
D.	UNDERGRADUATE PROGRAMS	4
D.1	New Undergraduate Degree Program (B.A., B.S.)	5
D.2	New Undergraduate Interdepartmental Degree Program	6
D.3	New Undergraduate Minor (including Freestanding Minors)	6
D.4	Changes to Existing Undergraduate Programs and Curriculum (including Name Changes)	7
E.	GRADUATE PROGRAMS	10
E.1	New State-Supported Graduate Degree Program	10
E.2	New Self-Supporting Graduate Professional Degree Program	11
E.3	New Graduate Interdepartmental Degree Program	12
E.4	New Joint (Intercampus) Doctoral Degree Program	13
E.5	New Graduate Dual Degree Program	13
E.6	New Graduate Academic Certificate Program	14
E.7	Name Change for Graduate Degree Program	16

E.8	Suspension of Admissions to a Graduate Degree Program	17
E.9	Graduate Concurrent and Articulated Programs	18
E.10	Undergraduate/Graduate Hybrid Degree Programs	19
E.10.A	Undergraduate/Graduate Hybrid Degree Programs	19
E.10.B	Departmental Scholar Program	20
E.11	Changes to Existing Graduate Programs and Curricula	20
F.	UNIVERSITY EXTENSION CERTIFICATE PROGRAMS	21
G.	ACADEMIC UNITS	23
G.1	Establishing an Academic Department	23
G.2	Name Change for an Academic Department	24
G.3	Establishing a College/School	27
G.4	Name Change for a College/School	31
G.5	Centers for Interdisciplinary Instruction	33
H.	TRANSFER, CONSOLIDATE, DISESTABLISH OR DISCONTINUE AN ACADEMIC PROGRAM OR UNIT (“APPENDIX V” ACTIONS)	34
I.	PROPOSAL ROUTING AND APPROVAL WORKFLOWS	38
I.1	Undergraduate Programs	38
I.2	Graduate Programs	40
J.	RESOURCES	43
	Proposal Templates	43
K.	POLICY APPENDICES	44
	Undergraduate Policies	44
	Graduate Policies	44
	Self-Supporting Graduate Professional Degree Programs Policies	45
L.	CONTACT INFORMATION	45

A. Introduction

The UCLA Compendium is a compilation of campus policies and procedures relating to the creation, revision, discontinuation, and disestablishment of academic programs and units. This guide is based on the [UC Compendium: Universitywide Review Processes for Academic Programs, Academic Units, & Research Units](#), divisional bylaws and regulations, and campus policies and procedures. The Graduate and Undergraduate Councils (Councils) of the UCLA Academic Senate developed this guide in collaboration with the Registrar's Office, the Office of the Executive Vice Chancellor and Provost, and the Divisions of Graduate and Undergraduate Education. It is intended to assist faculty and staff in preparing program and unit approval requests, in accordance with policies and procedures that have been approved by the Councils. The Councils periodically review this document and issue updates or clarifications.

B. Five-Year Planning Perspective for Academic Programs and Units

Every other year, the University of California Office of the President (UCOP) requires all UC campuses to submit the [Five-Year Planning Perspectives](#) listing anticipated actions to create and/or transfer, consolidate, disestablish, or discontinue undergraduate degree programs (majors, minors, certificates); graduate degree programs, certificates, and designated emphases; and academic units (schools, colleges, departments, etc.). The Perspectives allow campuses to gather information useful for long-range planning efforts. In addition, analysis of the Five-Year Planning Perspectives from all campuses provides an opportunity to promote coordination, synergy, and specialization across the UC system.

General submission guidelines are outlined in the [UCOP Compendium: Universitywide Review Processes for Academic Programs, Academic Units, & Research Units](#), and detailed instructions are included in UCOP's call, typically sent to the Chancellor and Executive Vice Chancellor and Provost (EVCP).

For information about how to include planned actions in the UCLA Five-Year Planning Perspective, please contact the [Office of Academic Planning and Budget](#).

C. Substantive Change Review

Although in general the authority to establish new academic programs rests with the campus, proposals may be subject to a Substantive Change Review by the University's accrediting body, the WASC Senior College and University Commission (WSCUC). The [WSCUC Substantive Change Manual](#) defines a "substantive change" at an accredited institution as one that "may significantly affect an institution's quality, objectives, scope, or control." Examples of "substantive" changes include:

- New distance education (e.g., online) or competency-based degree program;
- Duration: substantial change (typically 25% or more) in the number of clock or credit hours awarded for successful completion of a program or in its overall length;
- New dual degree program (offered collaboratively by two or more institutions and leads to the award of a separate degree from each of the participating institutions);
- New joint degree program (offered in partnership between two or more accredited institutions and leads to the award of one degree with both institutions' names on the diploma); or
- New additional location (offers 50% or more of at least one program), new international location (50% or more of a program), or new branch campus (50% or more of a program).

In such situations, WSCUC may require a Committee and/or Commission Review of the proposed program before approval by WSCUC and the Office of the President.

To determine whether a Substantive Change review is needed and to request completion of the screening form, proposing units must submit a copy of their proposal to the [UCLA WSCUC Compliance Office](#) prior to review by the Graduate Council or Undergraduate Council.

Please consult the [WSCUC Guidelines for Substantive Change Submission](#).

D. Undergraduate Programs

The **Undergraduate Council**, in consultation with the Faculties, or the College and School Faculty Executive Committees, makes policy for undergraduate education at UCLA and advises the Chancellor on all matters pertaining to undergraduate education. The Undergraduate Council authorizes, supervises, and regulates all undergraduate courses and programs of instruction at UCLA; acts for the Division in the approval of all undergraduate majors and in the approval or discontinuation of sub majors including specializations, concentrations, and minors; and reviews and evaluates periodically all undergraduate programs of study ([Bylaw 65.1](#)).

With the exception of the scenarios described in the [UC Compendium Section II.A](#), all actions involving undergraduate degree programs are administered by the campus only and do not undergo systemwide review by the UC Office of the President (UCOP). The WASC Senior College and University Commission (WSCUC) may require separate review depending on the scope and structure of the proposed program (see Section C above). All campus approval actions involving undergraduate degree programs require endorsement by the Executive Vice Chancellor and Provost (EVCP) and subsequent notification by the EVCP's office to the UC Office of the President.

PROPOSAL REVIEW TIMELINE

NOTE: Given the number of stages in the review process, approval of new programs may require a substantial amount of time (one to two years). As a rule, Academic Senate committees and Councils do not meet regularly during the summer. Departments are encouraged to consider this timeline when submitting proposals. A department or program cannot advertise, market, or reference a proposed

degree program until notification to the campus of final endorsement by the Executive Vice Chancellor and Provost.

The Academic Senate cannot overemphasize the importance of preparing a clear and thoroughly documented proposal. In general, the more information that is provided at the outset, the simpler the review process will be. Proposing units are encouraged to reach out to the Undergraduate Council analyst if there are any questions as you develop your proposal.

D.1 New Undergraduate Degree Program (B.A., B.S.)

Undergraduate degree programs must be offered under the sole or joint jurisdiction of departments, College, Schools, or other appropriate academic units of the University.

PROPOSAL REQUIREMENTS

Proposals for new undergraduate degree programs must include:

- **Executive Summary**
- **Section 1: Introduction and Rationale**, including the proposed effective date
- **Section 2: Projected Need**
- **Section 3: Program Requirements**
- **Section 4: Academic Staff and Organizational Structure**
- **Section 5: Courses**
- **Section 6: Resource Requirements**
- **Section 7: Governance Structure**
- **Section 8: Changes in Senate Regulations** (if applicable)

For detailed guidance to facilitate the proposal-writing process, please download and use the [Undergraduate Program Proposal Template](#).

Baccalaureate degree-granting programs may opt to apply for either the Capstone Major Certification (all students completing the major are required to complete a capstone experience) or the Capstone Program Certification (at least 60% of students completing the major have an opportunity to complete a capstone experience). For details, please consult the [Capstone Initiative](#) website.

APPROVAL PROCESS

Please refer to the proposal routing workflow in [Section I below](#).

NOTE: If the proposed undergraduate degree program has a degree designation or title that never has been used on the campus, additional reviews and approvals are required (see [UC Compendium Section II.C.: Undergraduate and Graduate Degree Programs with Unique Titles](#)).

D.2 New Undergraduate Interdepartmental Degree Program

An Interdepartmental Degree Program (IDP) draws on the resources of several departments to offer a unique educational experience.

IDPs are undergraduate-degree granting programs administered by a group of faculty constituted for that purpose, and whose governance lies outside of any single department.

PROPOSAL REQUIREMENTS

Formulated by an ad hoc planning committee of interested UCLA faculty, a proposal to establish a new IDP requires the same documentation for establishing a new undergraduate degree program (see [Section D.1](#) above), as well as:

- Letters of commitment from the College/School Dean.
- Letters of support from [each participating department](#) that will carry a significant share of the instructional burden or otherwise make significant contributions to the program.
- A recommendation for an initial Faculty Administrative Committee (FAC) to oversee the IDP. (See the [Procedural Guidelines for the Appointment of IDP Chairs and FACs](#))
- Bylaws.

For detailed guidance to facilitate the proposal-writing process, please download and use the [Undergraduate Program Proposal Template](#).

APPROVAL PROCESS

Proposals for new undergraduate IDPs follow the approval process for [new undergraduate degree proposals](#).

D.3 New Undergraduate Minor (including Freestanding Minors)

At the Legislative Assembly meeting of June 7, 1994, the UCLA Academic Senate approved that any department or IDP in the College or Schools may institute an undergraduate minor in its subject area according to the stipulations outlined in [UCLA Senate Regulation A-347](#).

“Freestanding” Minors are not associated with a particular department or academic program. Like Interdepartmental Degree Programs (IDPs), an ad hoc committee of interested UCLA faculty formulate the proposal for a freestanding minor.

PROPOSAL REQUIREMENTS

Undergraduate minor proposals must include the same documentation for establishing a new undergraduate degree program (see [Section D.1](#) above).

Freestanding minor proposals must include the same documentation for establishing an undergraduate Interdepartmental Degree Program (see [Section D.2](#) above), including:

- Letters of commitment from the College/School Dean.
- Letters of support from each participating department that will carry a significant share of the instructional burden or otherwise make significant contributions to the program.
- A recommendation for an initial faculty administrative committee (FAC) to oversee the minor. (See the [Procedural Guidelines for the Appointment of IDP Chairs and FACs](#))

For detailed guidance to facilitate the proposal-writing process, please download and use the [Undergraduate Program Proposal Template](#).

APPROVAL PROCESS

Proposals for new minors (including freestanding minors) follow the approval process for [new undergraduate degree proposals](#).

D.4 Changes to Existing Undergraduate Programs and Curricula (including Name Changes)

Proposals for changes to undergraduate degree programs are developed by the unit in which the program is administratively housed. At minimum, departments or programs must hold at least one faculty vote on proposed changes to Program Requirements. Submissions must be authorized by the chair of the department or program.

PROPOSAL REQUIREMENTS

Proposals for changes to existing programs, including name changes to undergraduate degree programs, must include the following:

1. **Cover Memo** from the Department/Program Chair or Faculty Advisory Committee, outlining the rationale for the proposed changes with relevant supporting data. Document any corresponding changes to the program's staffing and resource requirements. Include the requested effective date. Note that approval cannot be granted for retroactive or current-term changes.

The following guiding questions may aid the rationale statement:

- How will the changes impact undergraduate learning or time-to-degree?
- How will the change impact the program's focus and requirements?
- Are there particular implementation or assessment plans?
- How will your department or unit inform students of approved curricular changes?
- How do the proposed changes relate to your program or unit's most recent eight-year review?

- How will the changes affect existing students? Will students be allowed to complete the program with the previous requirements (or program name, in the case of name changes)?
2. **Requested changes to Catalog Copy.** Include a side-by-side presentation of the current approved catalog copy. The left column should include text from the current Catalog striking out the text proposed for deletion. The right column should include proposed changes with additions underlined. Contact the Registrar’s Office to obtain the current approved catalog copy for your program.

[Download catalog copy template \(Majors\)](#)

[Download catalog copy template \(Minors\)](#)

3. **Supporting Documents:**

- a. **Department Chair(s) Approval Memo and Faculty Vote.** The letter should indicate the topic, date, and outcome of the faculty vote approving the proposed changes (# of votes in favor, # of votes against, # of abstentions, total # of faculty eligible to vote). If the vote occurred online, please indicate the voting period as well.
- b. **A letter of endorsement from the relevant academic Dean(s)** is required for substantive changes involving a fundamental modification of the program, a change in degree requirements, or substantial new resources. The memo must specify the exact nature of the commitment to the program.
- c. Include a **curriculum map** for substantive changes to academic requirements and learning outcomes. For details and examples, visit:
<https://learningoutcomes.ucla.edu/process-guidelines/curriculum-mapping/>
- d. Changes that have resource implications require the submission of a **resource analysis memo** from the [Office of Academic Planning and Budget](#).
- e. Requested **changes to Senate regulations** (if applicable). Include a side-by-side presentation of the current approved regulation(s). The left column should include text from the existing regulation(s) striking out the text proposed for deletion. The right column should include proposed changes with additions underlined. Consult the Academic Senate guide to [Amending or Enacting Regulations](#) for details.
- f. If the proposal includes the addition or deletion of courses from other departments or programs, submit a **memo from the affected academic unit(s)** consenting to the requested changes.

For detailed guidance to facilitate the proposal-writing process, please download and use the [Undergraduate Program Proposal Template](#).

APPROVAL PROCESS

Proposals for changes to academic programs requiring Undergraduate Council approval follow the approval process for [new undergraduate degree proposals](#). The College/School FEC votes on all proposed changes to Academic Senate regulations before review by the Committee on Rules and Jurisdiction and final approval by the Legislative Assembly of the Academic Senate.

Delegation of Approval to College and School Faculty Executive Committees

Subject to continued monitoring and periodic review by the Undergraduate Council, the Council delegates some actions affecting existing undergraduate programs and curricular requirements to Faculty Executive Committees (FECs) per [Divisional Bylaw 65.1](#), as outlined below. Approval of other actions related to existing programs and policies is undertaken directly by the Undergraduate Council, subject to prior review and approval by the appropriate academic unit and FEC.

Approval delegated to FECs

- Approving new courses for existing undergraduate programs, including distance education courses, subject to applicable Senate regulations
- Curricular changes to existing undergraduate programs, including but not limited to: changing the number of units for a major or minor, adding or deleting approved courses in a major or minor; changing or disestablishing concentrations and subject areas

UgC Approval Required

- Establishing new undergraduate programs such as majors, minors, IDPs and honors programs
- Approving new courses, including distance education courses, for new undergraduate programs
- Approving new courses offered by units that do not house undergraduate programs
- Substantive changes to existing undergraduate programs, including but not limited to: program name changes; creating new concentrations or subject areas; changing grading basis for major/minor requirements; establishing or changing program admissions requirements; capstone certification
- Establishing or changing academic policies and regulations
- Changing criteria for departmental participation in established Interdepartmental Degree Programs and Centers for Interdisciplinary Instruction
- Conferring or revoking College/school general education requirements and course designations (GE, Diversity, Writing II, etc.)
- Approving University Extension programs and instructors
- All other academic policy and program actions not specifically delegated

NOTE: The Academic Senate is the Office of Record for all courses and programs. The Undergraduate Council relies on College and School FECs to inform the UCLA Divisional Senate of all changes to programs undertaken through their delegated authority. Each time an action is approved, the FEC must submit a memo to the Undergraduate Council (cc'ing the Registrar's Office) detailing approval actions and requesting Academic Senate approval if needed. The FEC memo should indicate the date, topic, and outcome of the vote (# of votes in favor, # of votes against, # of abstentions, total # of FEC members eligible to vote). If the vote was taken online, please indicate the voting period as well. **All delegated actions by an FEC are subject to review and rescission by the Undergraduate Council.**

E. Graduate Programs

The **Graduate Council** is a standing committee of the University of California Academic Senate, Los Angeles Division. In keeping with the University's commitment to the principles of shared governance, the Council is responsible for establishing policy and standards for graduate education at UCLA; for approving, reviewing and monitoring graduate degree programs; and for making recommendations regarding fellowships and assistantships ([Bylaw 65.2](#)).

The **Committee on Degree Programs (CDP)** is a subcommittee of the Graduate Council. It acts on proposals for changes in degree requirements, program modifications, course approvals, appeals from students and exceptions for service on Master's and doctoral committees. The CDP considers and makes recommendations on graduate education policies, admissions standards and enrollment planning.

The **Self-Supporting Graduate Professional Degree Programs Ad Hoc Advisory Committee (SSGPDPAC)** is a standing committee of the Graduate Council. The committee actively engages with proposing units in supporting the development of proposals for self-supporting graduate professional degree programs and guides units on how to fulfill all requirements associated with UCLA's [Guidelines for the Development of New Self-Supporting Graduate Professional Degree Program Proposals](#).

By delegated authority from the Graduate Council, the **UCLA Division of Graduate Education** is the academic unit that admits and awards degrees to students in all master's, doctoral and professional degree programs except the MD, DDS, JD and LLM. It is responsible for administering Academic Senate and campus regulations and policies related to graduate students and degree programs. The Division oversees graduate recruitment and admissions, including the recruitment of a diverse student body, as well as fellowships, teaching and research assistantships and other graduate student support, and maintenance of high academic standards in all UCLA graduate programs.

PROPOSAL REVIEW TIMELINE

NOTE: Given the number of stages in the review process and the number of review agencies, approving a new degree program may require a substantial amount of time (one to two years). As a rule, Academic Senate committees and Councils do not meet regularly during the summer. Departments are encouraged to consider this timeline when submitting proposals. A department or graduate program cannot advertise, market, or reference a proposed degree programs until the Academic Senate has received notification of final approval from the Office of the President to the UCLA Chancellor.

We cannot overemphasize the importance of preparing a clear and thoroughly documented proposal. In general, the more information that is provided at the outset, the simpler the review process will be. Proposing units are encouraged to reach out to the Division of Graduate Education or the Graduate Council analyst if there are any questions as you develop your proposal.

E.1 New State-Supported Graduate Degree Program

All new graduate degree programs require departmental, Faculty Executive Committee, Graduate Council, and systemwide review. Following approval at the campus level, the EVCP's office forwards

proposals to the Systemwide Academic Senate’s Coordinating Committee on Graduate Affairs (CCGA) and UC Office of the President (UCOP) for further review. The WASC Senior College and University Commission (WSCUC) may require separate review depending on the scope and structure of the proposed program.

PROPOSAL REQUIREMENTS

Proposals for new graduate degree programs must include:

- **Executive Summary**
- **Section 1: Introduction**
- **Section 2: Program**
- **Section 3: Projected Need**
- **Section 4: Faculty**
- **Section 5: Courses**
- **Section 6: Resource Requirements**
- **Section 7: Fee Structure**
- **Section 8: Graduate Student Support**
- **Section 9: Professional Development**
- **Section 10. Governance**
- **Section 11: Changes in Senate Regulations** (if applicable)

For detailed guidance to facilitate the proposal-writing process, please download and use the [Graduate Program Proposal Template](#).

APPROVAL PROCESS

New State-Supported Graduate Degree Program proposals follow the same approval and routing process as new degree program proposals (see [Section I: Proposal Routing and Approval](#)).

E.2 New Self-Supporting Graduate Professional Degree Program

Self-supporting graduate professional degree programs (SSGPDPs) should help enhance the academic environment and promote graduate student diversity and access throughout UCLA. Self-supporting means that revenue generated by the program covers all direct and indirect program costs.

SSGPDPs allow UCLA to serve additional students beyond those supported through resources provided by the State; and fulfill demonstrated higher education and workforce needs. SSGPDPs may introduce new fields or promote interdisciplinarity that would enrich the academic environment at UCLA. Models of SSGPDPs include, but are not limited to, those that serve non-traditional populations with specialized goals, such as full-time employees, mid-career professionals, international students, and/or students whose professional education is supported by their employers.

Self-supporting programs may be 1) offered through an alternative mode of delivery, such as online or

hybrid instruction, 2) alternatively scheduled, such as evenings, weekends, and/or summers, and/or 3) offered at alternative locations, such as off-campus.

Units proposing new self-supporting graduate professional degree programs must adhere to the [Guidelines for the Development of New Self-Supporting Graduate Degree Program Proposals](#). Proposing units are encouraged to reach out to the Self-Supporting Graduate Professional Degree Programs Ad Hoc Advisory Committee (SSGPDPAC) Chair and Committee Analyst if there are any questions as you develop your proposal.

Other relevant SSGPDP-related guidelines and policies include:

- [Guidelines for Mode of Delivery of SSGPDPs](#)
- [Mixed Enrollment Guidelines](#)
- [UCOP Self-Supporting Graduate Professional Degree Programs \(SSGPDP\) Policy](#)

For a complete list of SSGPDP-related policies and proposal development resources, visit the [SSGPDP proposals webpage](#).

PROPOSAL REQUIREMENTS

In addition to the documentation required for establishing any new graduate degree program, the proposal must include additional documentation that addresses the SSGPDP Guidelines. Bylaws must also be included with all SSGPDP proposals.

For detailed guidance to facilitate the proposal-writing process, please download and use the [SSGPDP Proposal Template](#).

APPROVAL PROCESS

New SSGPDP proposals follow the same approval and routing process as new graduate degree program proposals (see [Section I: Proposal Routing and Approval](#)).

E.3 New Graduate Interdepartmental Degree Program

Graduate interdepartmental programs (IDPs) are graduate-degree-granting programs administered by a group of faculty who are constituted for that purpose, and whose governance lies outside that of any single department. Interdepartmental degree programs are approved with the understanding that a unique educational experience is thereby created, drawing upon the resources of participating departments.

IDPs are governed by Faculty Administrative Committees appointed by the respective reporting academic dean. The membership and chair of the committees are reported to the Graduate Council. Please refer to the [Procedural Guidelines for the Appointment of IDP Chairs and FACs](#).

PROPOSAL REQUIREMENTS

Proposals must include the same documentation for establishing a new graduate degree program (see [Section E.1](#) above), including letters of commitment from the College or School Dean and from [each department](#) that will carry a significant share of the instructional burden or otherwise make significant contributions to the program. Bylaws must also be included with all IDP proposals.

For detailed guidance to facilitate the proposal-writing process, please download and use the [Graduate Program Proposal Template](#).

If the IDP program is a self-supporting graduate professional degree program, proposing units should use the [SSGDP Proposal Template](#) and address the [Guidelines for the Development of New Self-Supporting Graduate Professional Degree Program Proposals](#) as outlined in each section.

APPROVAL PROCESS

New IDP proposals follow the same approval and routing process as new degree program proposals (see [Section I: Proposal Routing and Approval](#)).

E.4 New Joint (Intercampus) Doctoral Degree Program

Joint doctoral degree programs (JDs) established with other higher education institutions (usually CSU) are designed to combine intellectual and physical resources to be beneficial to campuses from both systems and to meet a need not currently addressed within the University. Students enrolled in such programs take advantage of combined curricular and faculty resources and disciplinary expertise. It is expected that the research interests and program strengths of the proposing academic departments complement one another in synergistic fashion rather than duplicate existing offerings.

PROPOSAL REQUIREMENTS

Proposals must include the same documentation for establishing a new graduate degree program (see [Section E.1](#) above). For detailed guidance to facilitate the proposal-writing process, please download and use the [Graduate Program Proposal Template](#).

APPROVAL PROCESS

The review process for new joint degree programs is the same as that for new graduate programs, as laid out in [Section II.B.1. of the UC Compendium \(Establishment of New Graduate Degree Programs\)](#). Systemwide review is required and all sponsoring parties must approve the proposal. The lead UC campus submits the proposal for systemwide review.

E.5 New Graduate Dual Degree Program

A dual degree program is defined as a program of study offered collaboratively by two institutions that leads to the awarding of a separate degree from each of the participating institutions. This policy does

not apply to programs of study in which two entities (e.g., schools, colleges, departments) within one institution offer two distinct degrees that share some course requirements (e.g., an MBA from a business school and an MSW from a school of social work). For proposals involving two distinct degrees at UCLA, refer to Section E.9 on Graduate Concurrent and Articulated Programs.

For details, please consult the [WSCUC Dual Degrees Policy](#).

Proposals must include the same documentation for establishing a new graduate degree program and address the considerations outlined in [Appendix W: Considerations in CCGA's Review of Dual Degree Proposals of the CCGA Handbook](#).

For detailed guidance to facilitate the proposal-writing process, please download and use the [Graduate Program Proposal Template](#).

If the UCLA program is a self-supporting graduate professional degree program, proposing units should use the [SSGDP Proposal Template](#) and address the [Guidelines for the Development of New Self-Supporting Graduate Professional Degree Program Proposals](#) as outlined in each section.

APPROVAL PROCESS

New Graduate Dual Degree Program proposals follow the same approval and routing process as new degree program proposals (see [Section I: Proposal Routing and Approval](#)).

E.6 New Graduate Academic Certificate Program

A certificate program is a structured sequence of courses and requirements that focuses on a specialty or area of expertise not offered by a regular degree program. There are two types of graduate certificate programs:

1. **University of California Certificate:** Certificate of Graduate Curriculum bearing the seal of the University of California, as governed by [Systemwide Senate Regulation \(SR\) 735](#). Also known as Senate-Regulated Graduate Academic Certificates (GACs), such programs offer direct admission at the graduate level, are not offered solely through UC Extension, and carry a minimum of 3 quarters of full-time resident study. New GAC proposals follow the same approval and routing process as new degree program proposals (see [Section I.2](#) below).
2. **Interdisciplinary Certificate for Matriculated Graduate Students:** A graduate certificate awarded by a department or IDP in the College or Schools offered in conjunction with professional or academic degrees, and not considered a stand-alone program. UCLA offers a number of such certificate programs that are interdisciplinary in nature and draw upon the strengths of the faculty and their research specializations. Certificate programs are designed to provide graduate students with additional advanced training in emerging fields of research and knowledge. The requirements for a certificate vary by program, but must adhere to the general guidelines endorsed by the Graduate Council, as outlined below.

Any department or IDP in the College or Schools may institute an interdisciplinary graduate-level certificate for matriculated graduate students in its subject area according to the following stipulations (as approved by the Graduate Council on December 4, 2009):

1. Criteria for admission to the certificate program are established and controlled by the department or IDP offering the certificate. Only students enrolled at UCLA as graduate students may participate in the certificate program.
2. The certificate must have no fewer than four courses or 16 quarter units, and no more than eight courses or 32 quarter units. All courses must be at the graduate-level. None of the courses can be independent study.
3. The minimum grade point average must be the same as those for the graduate degree program(s) in the department or IDP.
4. Programs are not permitted to charge any fees for admission into or enrollment in the certificate program.
5. Evidence of a student’s satisfactory completion of a certificate program is provided by the department or IDP. As a non-degree program, evidence of completion of an interdisciplinary certificate program does not appear on the student’s official transcript.
6. Proposals to establish certificate programs based on the conditions of an extramural funding agency must specify the duration of the program, indicating whether the certificate will exist only for the period of the external funding or whether it will continue beyond the funding period.
7. Requirements for the certificate must be published on the website of the department or IDP offering the certificate.

Certificate programs are subject to evaluation by the Academic Senate during the department or IDP’s 8-Year program review. Departments with administrative oversight of certificate programs must provide a synopsis of the program in their self-review. If administrative oversight changes to another department/IDP, that department/IDP is required to submit an updated proposal no later than four weeks from the date that the Graduate Council is notified of the change in the administrative reporting structure. The proposal should specify the reasons for the change in administrative structure and the unit’s commitment to maintaining the quality and viability of the program.

To download the Guidelines for Interdisciplinary Certificates for Matriculated Graduate Students, click [here](#). A list of the approved interdisciplinary certificate programs can be found [here](#).

PROPOSAL REQUIREMENTS

<p>Senate-Regulated Graduate Academic Certificate</p> <p>Follow the same requirements as for new graduate degree programs.</p> <p>A proposal for a new graduate degree or certificate must be accompanied by:</p>	<p>Interdisciplinary Certificate for Matriculated Graduate Students</p> <p>Proposals for graduate certificate programs must include:</p> <ul style="list-style-type: none"> ● Executive Summary ● Section 1: Program Description and
--	---

<p>a. A draft of the enabling legislation for the Los Angeles Division of the Academic Senate, and</p> <p>b. For the Regents' approval by Resolution, the title and letter abbreviation for the new degree should be clearly indicated in the proposal</p>	<p>Rationale, including the requested effective date</p> <ul style="list-style-type: none"> ● Section 2: Admissions Requirements ● Section 3: Curriculum ● Section 4: Completion Requirements ● Section 5: Student Assessment ● Section 6: Faculty Expertise ● Section 7: Target population, including the number of students anticipated in the program ● Section 8: Administrative Contacts
--	--

For detailed guidance to facilitate the proposal-writing process, please download and use the [Graduate Program Proposal Template](#).

APPROVAL PROCESS

New **Senate-regulated certificate proposals** follow the same approval and routing process as new degree program proposals (see [Section I.2](#) below).

A proposal to establish a new **interdisciplinary certificate program for matriculated students**, including course requirements and admission criteria, must be approved by the Graduate Council’s Committee on Degree Programs and the Graduate Council prior to any action on the part of the department or IDP to admit students to the program.

E.7 Name Change for Graduate Degree Program

Proposed name changes must conform to the [Regents’ Policy on Naming Facilities to Include Full Name of Individual](#).

When requesting a name change of a graduate degree program, the responsible academic unit(s) should first consult with the 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. The Systemwide Coordinating Committee on Graduate Affairs (CCGA) has the authority to deem a proposal either a “simple name change” or one that requires expedited review. 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 may request an expedited review as outlined below.

PROPOSAL REQUIREMENTS

The department develops a proposal for submission to the Graduate Council describing the rationale for a new name for the graduate degree program, any associated change in degree requirements of the program, and/or any need for substantial new resources. Include endorsements from the departmental

faculty, Academic Dean, and College/School Faculty Executive Committee. Include an enrollment and resource analysis from the Office of Academic Planning and Budget.

In the case of a joint degree program, participating campuses or institutions must also approve the name change and confirm that it does not signal a change in program fundamentals, requirements, or resources.

For detailed guidance to facilitate the proposal-writing process, please download and use the [Graduate Program Proposal Template](#).

APPROVAL PROCESS

A proposal for a name change of a graduate degree program must be endorsed by the Graduate Council. The Graduate Council will request that its Committee on Degree Programs and the Council on Planning and Budget conduct a preliminary review of the proposal which will help to inform the Graduate Council's review of the proposal. If the program is a self-supporting graduate professional degree program, the SSGPDP Ad Hoc Advisory Committee will also be consulted.

“Simple” Name Changes

The Divisional Graduate Council informs the EVCP, the Chancellor's designated representative, 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 EVCP favorably reviews the name change.

Following approval at the campus level, the EVCP's office notifies CCGA and UC Office of the President (UCOP). Campus notification of approval awaits CCGA's confirmation that no further review is required.

Substantive Name Changes

If the action implicates substantive changes, the Coordinating Committee on Graduate Affairs (CCGA) will conduct an expedited review after the Graduate Council.

For expedited reviews, the campus must submit a full proposal, following the same approval and routing process as new degree program proposals (see [Section I.2](#) below). The CCGA review will consist of an evaluation by two reviewers, one internal and one external.

E.8 Suspension of Admissions to a Graduate Degree Program

The following guidelines for suspending admissions to a graduate degree program were considered by the Graduate Council and approved by the Executive Board June 8, 1995.

If a program intends to suspend admission, the department chair must submit a request to the Graduate Council no later than the start of the third week of Winter Quarter one year prior to the requested suspension. This provides adequate time for appropriate notification to appear in the catalog.

The notification must be accompanied by a record of the full department faculty vote on suspension, transmitted in a letter from the department chair, with approval memos from the School/College dean and the Faculty Executive Committee of the College or School.

PROPOSAL REQUIREMENTS

Requests to suspend graduate admissions must include the following:

- The dates of the requested suspension.
- **Rationale statement** explaining why the suspension is necessary. If the suspension is based on resources, provide a specific explanation of why current/anticipated resources are insufficient and the plan to remedy this so that admissions can resume when suspension ends.
- **Impact statement** that discusses how suspending admissions may affect students currently in the program. Explain what notification has been given to other units that may be affected by the suspension. Discuss how/whether the suspension impacts any services or course offerings.
- **Counseling statement** that details a plan for informing students that admissions are closed and counseling that will be available for students who may need to discuss the delay in admissions.

APPROVAL PROCESS

Normally, upon reviewing these documents, the Graduate Council grants the first request for suspension.

If a second request for suspension is submitted, it will trigger an administrative review. The request for a second consecutive suspension must be received no later than the start of week seven of Fall Quarter of the year preceding the year in which the requested suspension will go into effect.

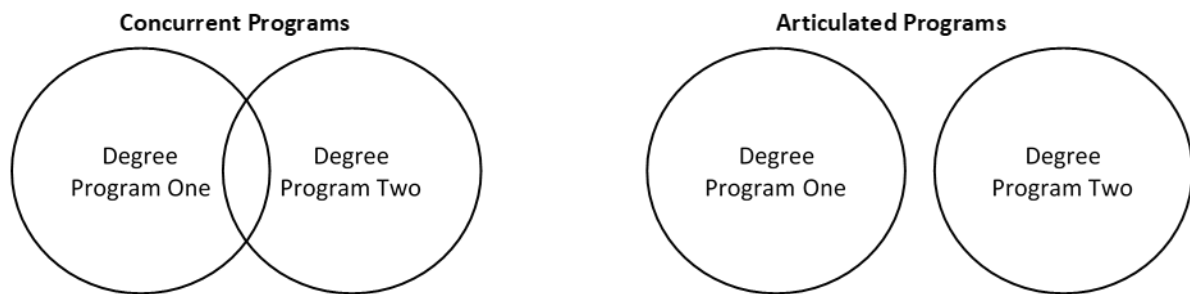
If a second request for a suspension of admissions occurs within an eight-year review period, it will trigger either an administrative or programmatic review.

E.9 Graduate Concurrent and Articulated Programs

It is possible for students to complete studies leading to two degrees through approved concurrent and articulated degree programs. These programs have the advantage of enabling students to complete two degrees in less time than would normally be required if the courses of instruction were taken in sequence. The aim of these programs is to provide an integrated curriculum of greater breadth between the two disciplines.

Concurrent programs are designed to allow a specified amount of credit to apply toward both degrees. Articulated programs do not allow any credit overlap.

Both concurrent and articulated programs must be approved by the Graduate Council. A student may also create an individually designed articulated program, which must be approved by the Dean of the Division of Graduate Education. The approval process for the individually designed articulated program is defined in [Standards and Procedures for Graduate Study at UCLA](#).



A complete list of approved graduate concurrent and articulated programs can be found at: <https://grad.ucla.edu/admissions/concurrent-articulated-programs/>

APPROVAL PROCESS

The Graduate Council will request that the Committee on Degree Programs and Council on Planning and Budget conduct a preliminary review of the proposal that will help to inform the Graduate Council’s review of the proposal. If one of the programs is a self-supporting graduate professional degree program, the SSGPDP Ad Hoc Advisory Committee will also be consulted.

E.10 Undergraduate/Graduate Hybrid Degree Programs

E.10.A Undergraduate/Graduate Hybrid Degree Programs

An undergraduate/graduate hybrid degree program is a program of study where undergraduate students are provided a pathway to admission to complete a Master’s degree offered by the department or in a Master’s degree offered by a different department. The approval of such programs requires that particular attention be paid to double-counting of units in the two programs.

Upon receipt of the proposal, a joint subcommittee of the Undergraduate and Graduate Councils will review the hybrid proposal. If approved, the hybrid program proposal is forwarded to CCGA per the guidelines laid out in [Section II.B.1 of the UC Compendium: Establishment of New Graduate Degree Programs](#).

A campus shall include the anticipated action for the undergraduate/graduate hybrid degree program in its Five-Year Planning Perspective at least one year prior to campus approval of the proposal.

PROPOSAL REQUIREMENTS

The proposal should include a thorough justification and academic rationale for the Bachelor’s/Master’s and the department must articulate why the program is needed and benefits to students. The proposal should also include the admissions process for entry into the Bachelor’s/Master’s program and projected enrollment.

For detailed guidance to facilitate the proposal-writing process, please download and use the [Graduate Program Proposal Template](#).

APPROVAL PROCESS

After FEC review, proposals for contiguous Bachelor's/Master's programs must be sent simultaneously to the Undergraduate and Graduate Councils, as outlined in the [UC Compendium Section II.A.1 Undergraduate/Graduate Hybrid Degree Programs](#).

Upon receipt, a joint subcommittee of the two Councils reviews the proposed hybrid program. If the joint subcommittee recommends the proposal, it will be routed to each Council for review. Other relevant committees and councils may be consulted.

If approved by the division, the hybrid program proposal is forwarded to CCGA per the process outlined below for graduate program approval (see [Section I: Proposal Routing and Approval](#)).

E.10.B [Departmental Scholar Program](#)

The Departmental Scholar Program (DSP) is a type of undergraduate/graduate hybrid degree program and allows exceptional juniors and seniors to pursue the bachelor's and master's degrees simultaneously, to access graduate-level classes, and to conduct graduate-level research under the direct supervision of UCLA's distinguished faculty.

Per [Divisional Regulation A-300](#), "A student who has completed 24 courses or 96 quarter units at UCLA, or the equivalent at another institution, and who has completed the requirements in preparation for a major, may be designated a Department of (...) Scholar. Departments will designate only exceptionally promising students as Departmental Scholars, subject to approval of the Graduate Council. The Departmental Scholar will be admitted provisionally to the Los Angeles Division of Graduate Education in his or her department or in an interdepartmental degree program in which that department is a component field. In order to obtain both a Bachelor's and Master's degree, the Departmental Scholar must fulfill requirements of each of these programs. No course may be used to fulfill the requirements of both these degrees. For awarding the grade A+ in courses used to satisfy the Master's degree requirements, Departmental Scholars shall be governed by grading Regulation A-308." [Am 2 Dec 81]

Should a student for any reason be forced to, or wish to, withdraw from the Departmental Scholar program, his or her department will notify the Division of Graduate Education, and the student's provisional admission to the Division of Graduate Education will be lapsed. [Variance to SR 510.]

E.11 Changes to Existing Graduate Programs and Curricula

The Graduate Council delegates authority to approve in person courses (new, revised, and deletions), non-mode of delivery-related changes (i.e., title, requisites, etc.) for distance education courses, and minor changes in graduate program requirements to the Division of Graduate Education. Name changes for existing graduate programs should follow the process outlined in [Section E.7 above](#).

The Division of Graduate Education publishes Program Requirements for UCLA Graduate Degrees (<http://www.grad.ucla.edu/gasaa/library/pgmrqintro.htm>). It is the official, Graduate Council-approved description of program requirements for all graduate and professional degrees programs, other than the professional degree programs in Dentistry, Law, and Medicine (M.D., D.D.S., J.D. and L.L.M). Program Requirements are published annually and students are subject to the degree requirements as published for their program for the year in which they matriculate.

The Division of Graduate Education solicits program change requests for the following academic year every January with an early April deadline. Late requests for program changes are considered only in extraordinary circumstances. At minimum, departments or programs must hold at least one faculty vote on proposed changes to Program Requirements. Submissions must be authorized by the chair of the department or program.

For questions regarding program change requests, please submit a query through the [Division of Graduate Education's Portal](#) or email: askgrad@ucla.edu.

APPROVAL PROCESS

Minor curricular changes are reviewed by the Division of Graduate Education under delegated authority. Major changes are reviewed by the Committee on Degree Programs and, in some cases, by the Graduate Council as a whole.

F. University Extension Certificate Programs

UCLA Extension (UNEX) is authorized by the Academic Senate to organize curricula leading to the awarding of certificates. A certificate program is an approved curriculum representing focused study in a coherent body of knowledge, leading to the attainment of a specified set of learning objectives. University Extension curricula that lead to certificates are governed in accordance with [Systemwide Regulation 811](#).

A University Extension certificate program curriculum requires a student to complete at least 14 units (quarter term) or 120 hours of instructional contact time in credit-bearing courses. In addition to the minimum number of credit-bearing required courses, non-credit courses may also be required.

PROPOSAL REQUIREMENTS

Proposals for new UNEX certificate programs must include the following:

- **Executive Summary.**
- **Section 1: Introduction.** Describe the rationale, aims, and objectives of the certificate program, its distinctive academic and programmatic features, and how the program aligns with the goals and overall mission of UCLA Extension.

- **Section 2: Market survey and needs assessment.** Describe the projected need for the program. Include relevant statistics or other detailed documentation regarding evidence of priority, student demand, opportunities for placement of graduates, and program differentiation (as applicable).
- **Section 3: Target student audience and admission requirements,** including a description of how the program will advance UC's goals for diversity.
- **Section 4: Curriculum map.** Include a curriculum map for the proposed program. A curriculum map is a two-dimensional matrix that lists the program's courses on one axis and the program's learning objectives/outcomes on the other. On the matrix, identify which courses address which program learning outcomes and to what extent.
- **Section 5: Minimum requirements for certificate completion,** including a list of required courses and credit values, electives, fields of emphasis, assessments, and/or special projects (as applicable).
- **Section 6: Names and short bios of Certificate Advisory Board members.**
- **Section 7: Letters of support from participating faculty and campus academic units** (department, Division, College and/or School). Letters should outline the precise nature of unit involvement in the development of the program and any resources committed (e.g. courses, academic staff, support personnel, etc.).

NOTE: To restore a certificate program curriculum that was active in the past but now closed, UNEX will submit a proposal to reopen the certificate as if the program were new.

APPROVAL PROCESS

UNEX certificate proposals are subject to preliminary internal review and approval by the Dean of University Extension. The Academic Senate approval process for UNEX certificates mirrors those for the approval of new graduate and undergraduate academic programs.

To provide adequate time for review and approval and allow for revisions, if necessary, the Academic Senate requires final proposals for new certificate programs to be submitted at least six months or two quarters prior to the planned certificate launch date. Proposals are not reviewed during the summer.

Proposed certificate programs cannot be advertised, marketed, or referenced by UCLA Extension until notification of final approval from the Academic Senate.

For detailed information, please consult the [Guide to University of California, Los Angeles Extension Certificate Approval](#).

G. Academic Units

According to [Section III of the UC Compendium](#), an academic unit is an aggregation of academic programs organized as a school, college, division, or another title and that appoints faculty who are members of the Academic Senate and who vote as a unit under [Systemwide Bylaw 55](#).

A proposal for a new academic unit or the restructure or reorganization of an existing academic unit must be developed by a department, dean, group of faculty, or another academic unit. The proposing unit must consult with interested parties and affected units, in advance, to gather input and recommendations. Consultations may include: 1) Faculty in departments or other academic units whose membership and academic programs are involved or otherwise affected by the proposal; 2) Academic Senate review committees (college or school Faculty Executive Committee, Undergraduate Council, Graduate Council, Committee on Planning and Budget) for assistance meeting committee review requirements; 3) The Dean of the affected school or college regarding potential support; 4) The Dean for Graduate/Undergraduate Education or Vice Provost for guidance in formulating the proposal.

G.1 Establishing an Academic Department

A department is an academic unit that typically offers baccalaureate, master's, and doctoral degree programs, headed by a chair. A department typically represents a field of knowledge that is well established. Departments usually exist within the framework of a college or school.

PROPOSAL REQUIREMENTS

Proposals to establish an academic department must include:

- **Executive Summary**
- **Section 1: Introduction and Rationale for Departmentalization.** Include a statement of the department's objectives, as well as a justification of the unit in terms of campus and University academic needs and goals. Also include a timeline for development and implementation.
- **Section 2: Projected Need.** Include relevant statistics or other documentation.
- **Section 3: Relationship to Peer Units and Departments.** Include a description of the relationship of the proposal to the campus and division's academic plans; describe the impact of the new department on other campus units and/or programs.
- **Section 4: Overview of Degree Programs and Curriculum** (*if applicable*). Outline any new degree programs or curricular changes as a result of departmentalization. If curricular changes are involved, include program requirements and catalog copy in the Appendix.
- **Section 5: Academic Staff and Organizational Structure.** Describe the nature and level of involvement of current faculty and staff with teaching and administration within the proposed department. Include an organizational chart showing the delegation of authority and responsibilities for the proposed department. Describe any administrative overlap with existing campus units.
- **Section 6: Resource Requirements.** Explain the intended method and sources of funding the new department for the first five years

- **Section 7: Governance Structure.** Describe the faculty governance of the proposed department. Include bylaws in the Appendix. Explain the role of non-Senate faculty in the governance of any new units/programs/departments. Outline plans for establishing departmental bylaws and standing committees and, where possible, address larger governance issues such as FEC representation or the new unit's membership in a constituency of the Committee on Committees.
- **Section 8: Changes in Senate Regulations.** Explain whether any changes in Senate Regulations at the Divisional level or in the Assembly of the Academic Senate will be required; include relevant regulations in the Appendix.

For detailed guidance to facilitate the proposal-writing process, please download and use the [Undergraduate Program Proposal Template](#) or the [Graduate Program Proposal Template](#), as appropriate.

APPROVAL PROCESS

If approved by the appropriate agencies of the Divisional Academic Senate and by the campus administration, an action involving an academic program that appoints faculty who are members of the Academic Senate and who vote as a unit under [Systemwide Bylaw 55](#) shall be reviewed as an action involving a department.

Any proposed actions involving undergraduate or graduate degree programs associated with affected department(s) should be reviewed according to the procedures described for the proposed action for either undergraduate or graduate degree programs, as outlined in Section I below.

All final campus actions involving departments should be reported by the Executive Vice Chancellor and Provost to the UC Office of the President within one month of the action.

G.2 Name Change for an Academic Department

A distinction is made between “simple” name changes and “substantive” name changes. A name change is simple if the change in name entails no corresponding changes to the department’s focus, functions, requirements, resource needs, or degree programs.

Typically, a simple name change is sought to accommodate popular and accepted changes in the nomenclature of an academic field or discipline. Otherwise, it is considered substantive. A simple name change may not be used to accommodate substantial curricular changes or resource requirements of an academic department. If substantive programmatic changes are associated with the name change, refer to the procedures in [Section IV of the UC Compendium: Reconstitutions of Academic Programs and Academic Units](#).

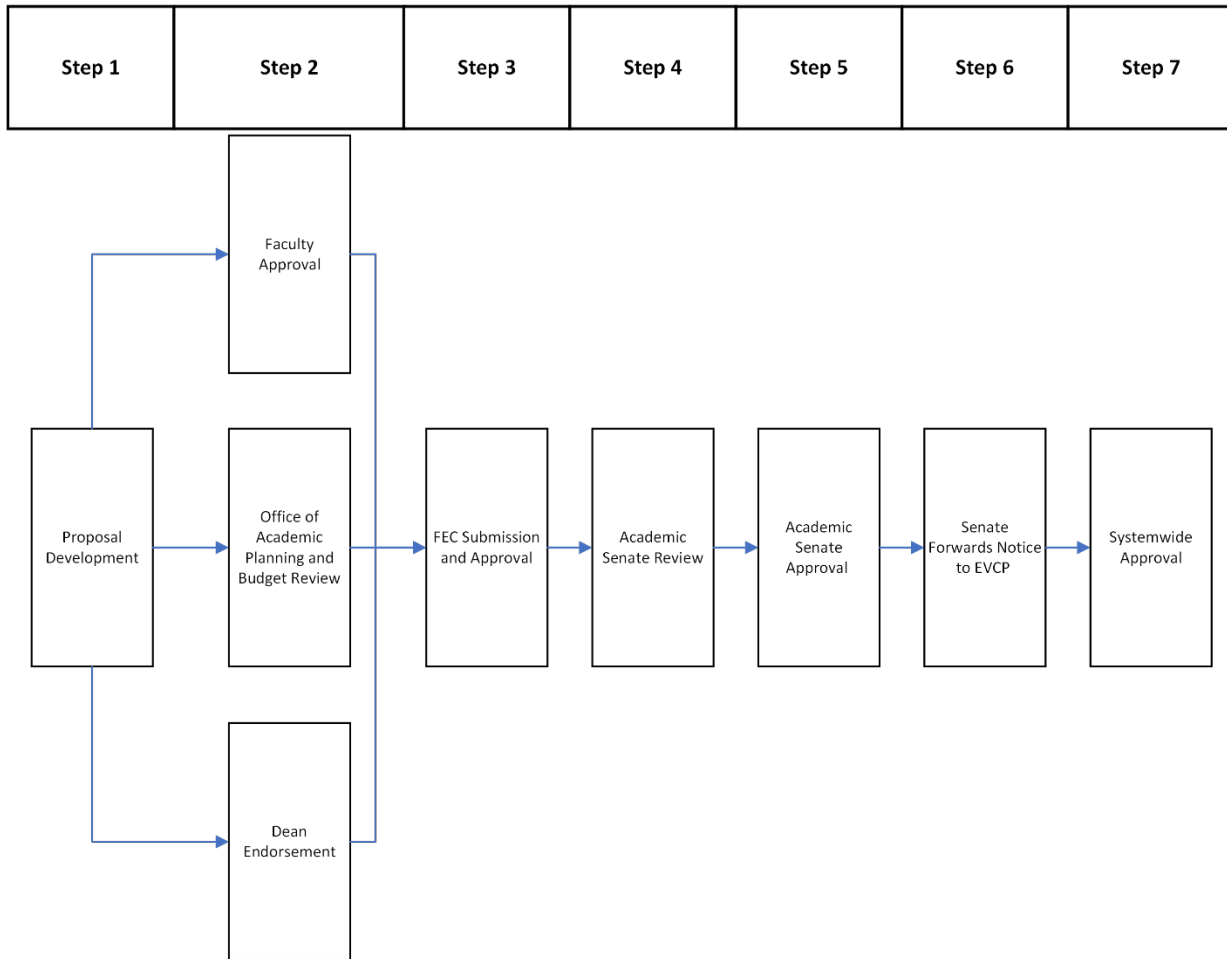
Proposed name changes must conform to the [Regents' Policy on Naming Facilities to Include Full Name of Individual](#).

PROPOSAL REQUIREMENTS

Proposals to change the name of an existing academic department must include:

- **Executive Summary**
- **Section 1: Introduction and Rationale for Name Change.** Include a statement of the objectives and justification for the name change in terms of campus and University academic needs and goals. Also include a timeline for development and implementation.
- **Section 2: Academic Impact.** Explain whether and how the name change will affect the unit's academic focus, functions, requirements, or degree programs. Outline any new degree programs or curricular changes as a result of the name change. If curricular changes are involved, include relevant program requirements and catalog copy in the Appendix.
- **Section 3: Academic Staff and Organizational Structure.** Explain the impact of name change on the existing academic staff and organizational structure.
- **Section 4: Resource Requirements.** Describe the budgetary implications of the name change. If new resources are required, explain the intended funding method(s) and source(s) for the first five years.
- **Section 5: Governance Structure.** Describe the impact of the name change on faculty governance. Include revised bylaws in the Appendix, if applicable.
- **Section 6: Changes in Senate Regulations**

For detailed guidance to facilitate the proposal-writing process, please download and use the [Undergraduate Program Proposal Template](#) or the [Graduate Program Proposal Template](#), as appropriate.



The process for departmental name changes (simple or substantive) is the following:

Step 1: Proposal Development

A proposal to change the name of an academic department is developed and endorsed by the department and submitted to the College/School Faculty Executive Committee (or equivalent) for review and approval. The proposal should describe the reasons for the new name, identify any corresponding changes to the unit’s focus, functions, requirements, or degree programs, and document corresponding changes in staffing and resource requirements, if any. The proposal should also report the views of the department’s stakeholders (faculty, students, and alumni, among others) about the proposal.

Step 2: Office of Academic Planning and Budget Review, Dean Endorsement, and Faculty Approval

The department submits the proposal to the Office of Academic Planning and Budget for an enrollment and resource analysis. A resource analysis letter from the Associate Vice Chancellor of Planning and Budget must be included in the proposal packet.

After receiving the resource analysis letter, the department submits the proposal to the Dean of the College/School for endorsement. The Dean’s letter of support must be attached to the proposal.

The Faculty of the Department must review and vote on the proposal.

Step 3: FEC Submission and Approval

If approved by the department faculty, the proposal is sent to the College/School Faculty Executive Committee (FEC) for review and approval.

Step 4: Academic Senate Review

The proposal is reviewed by the relevant committees and councils of the Academic Senate within whose purview the proposed changes fall.

Step 5: Senate Approval

Recommendations from those committees and councils are forwarded to the Academic Senate Chair. Bylaw changes must be approved by the Legislative Assembly.

Step 6: Senate Forwards notice to the EVCP

The Senate Chair transmits the Division's recommendation to the Executive Vice Chancellor and Provost (EVCP) for approval. As the Chancellor's designee for the proposed name change, the EVCP reviews the materials and makes a final decision.

Step 7: Systemwide Approval

If the proposal is approved, the Office of Academic Planning and Budget prepares the response for the EVCP along with the approved proposal and notifies the Office of the President, Graduate Council, Dean of School/College, Department, Academic Senate, Division of Graduate Education and Registrar's Office via email. The Graduate Council transmits the approval to the Coordinating Committee on Graduate Affairs (CCGA) for consideration if the department offers graduate degree programs.

G.3 Establishing a College/School

According to [Section III.B.1 of the UC Compendium](#), the establishment of a new school or college represents a significant outlay of resources and requires careful and rigorous review by the campus administration, the Divisional and Systemwide Academic Senate, systemwide administration, and ultimately, the Regents.

PROPOSAL REQUIREMENTS

Establishing a new school or college requires both a pre-proposal and full proposal (see below). Proposals must include the following:

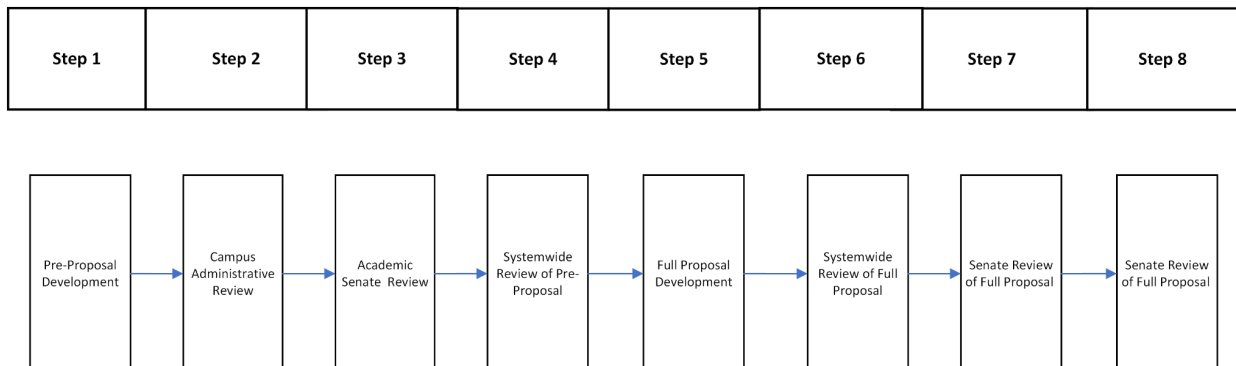
- **Executive Summary**

- **Section 1: Introduction and Rationale for New College or School.** Include a statement of objectives as well as a justification of the unit in terms of campus and University academic needs and goals. Describe the impact of the new unit on other campus units and/or programs. Also include a timeline for development and implementation.
- **Section 2: Projected Need.** Include relevant statistics or other documentation.
- **Section 3: Academic Impact.** Explain whether and how the establishment of the unit will affect the academic focus, functions, or requirements of existing degree programs. Outline any new degree programs or curricular changes. If curricular changes are involved, include relevant program requirements and catalog copy in the Appendix.
- **Section 4: Academic Staff and Organizational Structure.** Describe the nature and level of involvement of current faculty and staff with the teaching and administration of the proposed College or School. Include an organization chart showing the delegation of authority and responsibilities for the proposed unit. Describe any administrative overlap with existing campus units.
- **Section 5: Resource Requirements.** Explain the intended method and sources of funding this unit for the first five years.
- **Section 6: Governance Structure.** Describe the faculty governance of the proposed department. Include bylaws in the Appendix. It is important for any proposal to explain what the role of the non-Senate faculty will be in the governance of any new units/programs/departments. The proposal should outline plans for establishing departmental bylaws and standing committees, and should as far as possible address larger governance issues such as FEC representation or the new unit's membership in a constituency of the Committee on Committees.
- **Section 7. Senate Regulations.**

For detailed guidance to facilitate the proposal-writing process, please download and use the [Undergraduate Program Proposal Template](#) or the [Graduate Program Proposal Template](#), as appropriate.

APPROVAL PROCESS

Establishing a new school or college is a two-submission process that takes at least two years to complete. The process to propose a new college or school is described below.



Step 1: Pre-Proposal Development

The UC Compendium requires a pre-proposal at least one year before the full proposal. The pre-proposal is separate from any documents that accompany the Five-Year Planning Perspective and should address the categories of review noted in the [UC Compendium: Section III.B.1. Establishment of New Schools and Colleges](#) (Academic Rigor, Financial Viability, Need for the Program, and Fit within the UC system and within the segments). Even though it will be shorter than the full proposal, it must contain sufficient detail to allow the Divisional and systemwide Senates to complete an initial evaluation of the proposed academic unit. The pre-proposal is first submitted to the Executive Vice Chancellor and Provost's (EVCP) Office.

NOTE: Initial systemwide notification of prospective action: if the proposed new school or college has not been listed on the Five-Year Planning Perspective, it should be added to the planning lists and a description drafted and transmitted to the Provost at the time the campus begins to review the pre-proposal.

Step 2: Campus Administrative Review

The EVCP's Office reviews the pre-proposal for completeness and adherence to relevant precedents and policies. The EVCP forwards the proposal to the Office of Academic Planning and Budget (APB) for enrollment and resource analysis and forwards a copy of the proposal to the Dean of Undergraduate Education, Associate Vice Chancellor for Academic Planning and Budget, and Dean of Graduate Education for review and comment. The EVCP's Office forwards the proposal and the collected comments to the EVCP for preliminary review. Once the pre-proposal is deemed complete, the EVCP submits it to the Academic Senate Division Chair for review.

NOTE: WSCUC Substantive Change review may be necessary. Consult with the [UCLA WSCUC Accreditation Liaison Officer](#) on filling out the Substantive Change screening form.

Step 3: Academic Senate Review of Pre-Proposal

The pre-proposal is reviewed by the Graduate Council (GC), the Undergraduate Council (UgC), the Council on Planning and Budget (CPB) and the Committee on Rules and Jurisdiction (CR&J). Recommendations from those committees are forwarded to the Academic Senate's Executive Board, which subsequently transmits the Division's recommendation to the EVCP.

Step 4: Systemwide Review of Pre-Proposal

If the UCLA Divisional Senate and the campus administration support the pre-proposal, the Chancellor submits it to the UC Provost, who forwards it to both Academic Affairs and the systemwide Academic Senate. Formal comments from these reviewers are transmitted to the campus. The Academic Council's

comments along with a cover letter from the Academic Council Chair will be sent to the proponents of the School or College with copies to the EVCP and the Divisional Senate Chair.

Step 5: Full Proposal Development

After incorporating comments on the pre-proposal, campus proponents of the new school or college submit the full proposal to the EVCP.

Step 6: Campus Administration Review of Full Proposal

On behalf of the EVCP, APB coordinates review of the final proposal. Once the full proposal is deemed complete, the EVCP meets with the Academic Senate Executive Board for an informal discussion regarding the Administration's general disposition towards the amendments and methods by which they should be announced to the UCLA Community. The EVCP announces initialization of the review of the proposal at the Legislative Assembly and transmits the proposal to the Academic Senate Chair.

Step 7: Academic Senate Review of Full Proposal

The Academic Senate Chair sends the proposal to the designated committee. The designated committee forwards the proposal to various Senate committees for review and approval (e.g., Undergraduate Council, Graduate Council, Council on Planning and Budget, and Committee on Rules and Jurisdiction). Recommendations from those committees and councils are forwarded via the designated committee to the Legislative Assembly for final approval.

If approved by the Legislative Assembly, the Academic Senate Chair sends a copy of the approved proposal and an endorsement memo to EVCP for review and approval.

APB prepares a letter of endorsement/approval for the EVCP along with the approved proposal and sends it to the Office of the President, Academic Senate Chair, and systemwide committees for review.

Step 8: Systemwide Approval

The Office of the President submits to systemwide committees for review and approval and to the Regents for approval.

For review beyond the campus, refer to the [UC Compendium](#) for details. The UC Provost notifies the campus administration of the President's decision.

On behalf of the EVCP, APB announces the decision to the campus (Dean of College/School, Department, Academic Senate, Registrar's Office, and Division of Graduate Education).

G.4 Name Change for a College/School

A distinction is made between “simple” name changes and “substantive” name changes. A name change is simple if the change in name entails no corresponding changes to the college or school’s focus, functions, requirements, departments, or degree programs. Otherwise, it is substantive. A simple name change may not be used to accommodate substantial curricular changes or resource requirements of a college or school.

If substantive programmatic changes are associated with the name change, refer to the procedures in [Section IV of the UC Compendium: Reconstitutions of Academic Programs and Academic Units](#).

Proposed name changes must conform to the [Regents’ Policy on Naming Facilities to Include Full Name of Individual](#).

PROPOSAL REQUIREMENTS

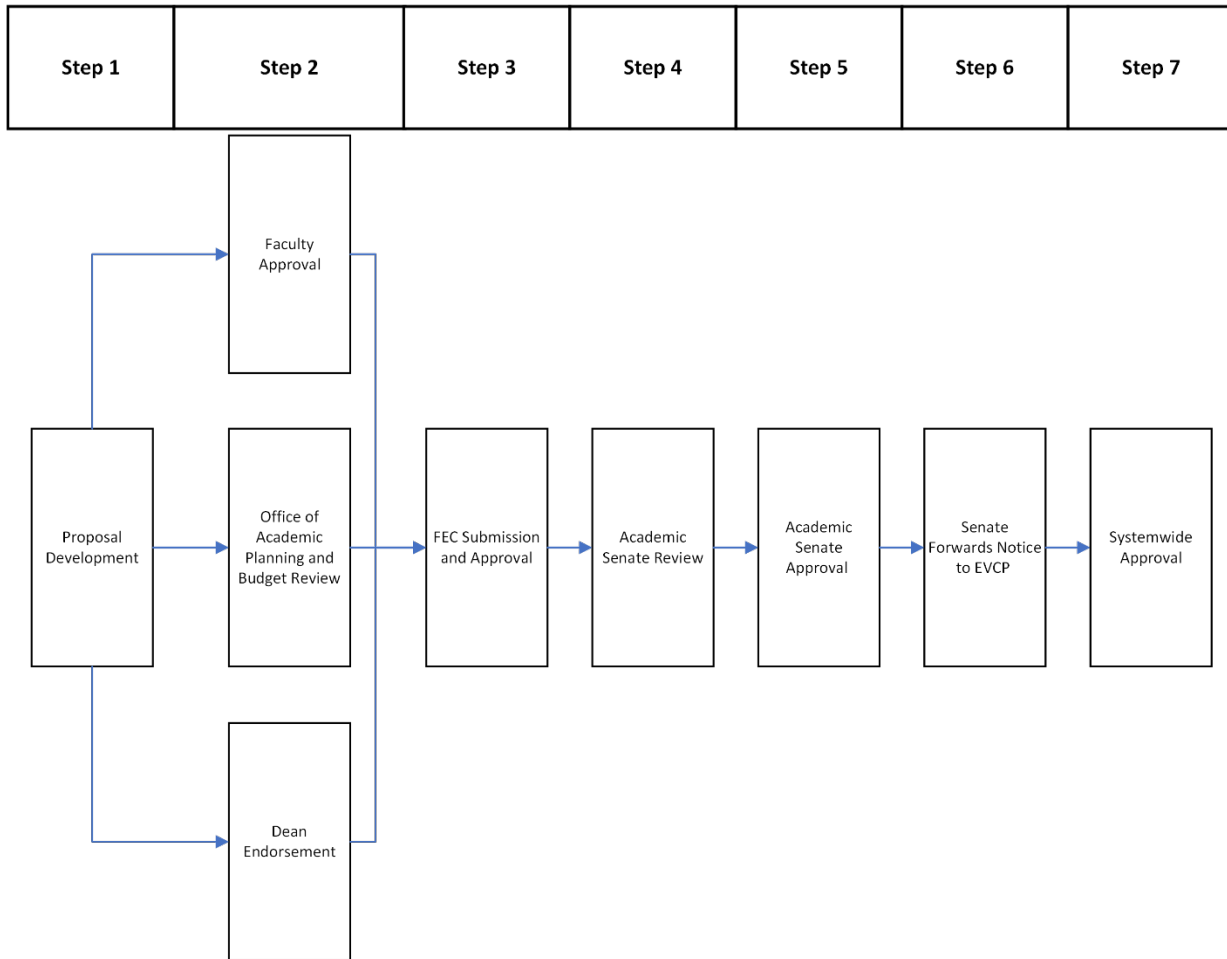
Proposals to change the name of a college or school must include:

- **Executive Summary**
- **Section 1: Introduction and Rationale for Name Change.** Include a statement of the objectives and justification for the name change in terms of campus and University academic needs and goals. Also include a timeline for development and implementation.
- **Section 2: Academic Impact.** Explain whether and how the name change will affect the unit’s academic focus, functions, requirements, or degree programs. Outline any new degree programs or curricular changes as a result of the name change. If curricular changes are involved, include relevant program requirements and catalog copy in the Appendix.
- **Section 3: Academic Staff and Organizational Structure.** Explain the impact of name change on the existing academic staff and organizational structure.
- **Section 4: Resource Requirements.** Describe the budgetary implications of the name change. If new resources are required, explain the intended funding method(s) and source(s) for the first five years.
- **Section 5: Governance Structure.** Describe the impact of the name change on faculty governance. Include revised bylaws in the Appendix, if applicable.
- **Section 6: Changes in Senate Regulations**

For detailed guidance to facilitate the proposal-writing process, please download and use the [Undergraduate Program Proposal Template](#) or the [Graduate Program Proposal Template](#), as appropriate.

APPROVAL PROCESS

Responsibility for final approval of a proposal to change the name of a college or school rests with the President of the University of California or designee. The process for a simple name change of a college or school is described below:



Step 1: Proposal Development

A proposal to rename a college or school is developed by the unit and reviewed following the unit’s usual processes. The proposal should explain the rationale and justification of the name change and include the results of consultation with deans of other affected colleges and schools. For specific guidance regarding an honorific or philanthropic naming of a college or school, refer to [UCLA Policy 112: Naming of UCLA Physical Spaces and Academic and Non-Academic Programs](#).

Step 2: Dean’s Endorsement and Office of Academic Planning and Budget Review

The administration and faculty develop the proposal and submits to the Dean of the College/School for endorsement. The Dean’s letter of support, which includes resources and funding required of the program, must be attached to the proposal.

Upon endorsement, the Dean sends the proposal to the Office of Academic Planning and Budget for an enrollment and resource analysis. A resource analysis letter for the Associate Vice Chancellor of Planning and Budget must be included in the proposal packet.

Step 3: FEC Submission and Faculty Approval

The proposal requires a schoolwide vote to be conducted in consultation with the Faculty Executive Committee.

Step 4: Academic Senate Review

The Academic Senate Chair sends the proposals to relevant Senate Committees for review and approval. Comments and recommendations from relevant Senate Committees and the Faculty Executive Committee are sent to the Designated Committees (Executive Board and GC/UgC). The Executive Board meets to review all reports and makes recommendations and places the proposal on the Legislative Assembly agenda.

Step 5: Senate Approval

The Executive Board meets to review all reports and makes recommendations and places the proposal on the Legislative Assembly agenda.

Step 6: Senate Forwards notice to the EVCP

If approved by the Legislative Assembly, the Academic Senate Chair sends a copy of the approved proposal and an endorsement memo to EVCP for review and approval.

The EVCP transmits the divisional approval and proposal to the Office of the President, Academic Senate Chair, and systemwide Senate for review.

Step 7: Systemwide Approval

The Office of the President submits to systemwide committees for review and approval. For review beyond the campus, refer to the [UC Compendium](#) for details.

If approved, the UC Provost sends notification of the outcome of the review to the Chancellor and campus administration.

G.5 Centers for Interdisciplinary Instruction

A Center for Interdisciplinary Instruction (CII) is a structure for interdisciplinary teaching. CIIs have some characteristics of an Interdepartmental Degree Program (IDP) and some characteristics of a department. CIIs are notably distinguished from interdepartmental programs (IDPs) by receiving significant resources, including both funding and an allocation of permanent FTE, and by having the ability to make appointments up to 100% for a group of core faculty. They are also distinguished from

ORUs (organized research units) in encouraging the integration of teaching and research, rather than focusing on a program of research.

NOTE: Effective 2008, there is currently an Academic Senate moratorium on the establishment of new CIIIs. For more information, please contact the Academic Senate office.

H. Transfer, Consolidate, Disestablish or Discontinue an Academic Program or Unit (“Appendix V” Actions)

Per the [Bylaws of the UCLA Division of the Academic Senate](#), the term “Appendix V action” refers to the transfer, consolidation, disestablishment or discontinuation of an academic degree program or academic unit:

- **Transfer:** Moving a program or unit into another one that subsumes it;
- **Consolidation:** Combining two or more programs or units to form a new unified program or unit;
- **Disestablishment:** Eliminating an academic unit or research unit;
- **Discontinuance:** Eliminating an academic program.

It also refers to suspension, meaning a temporary interruption of a program or unit (an extraordinary step to be considered only in exceptional circumstances). It refers to a "major reduction" of budget or FTE (temporary or permanent) of a program or unit which constitutes a de facto Appendix V action. It also refers to a split or division of a program or unit into more than one part.

A simple name change of an academic department or unit does not constitute an Appendix V action.

Appendix V actions align with the Systemwide Policy on Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units, as outlined in the [Section IV of the UC Compendium](#).

Appendix V actions should be undertaken only for academic reasons pertaining to the teaching and research functions of the University. While long-range fiscal or resource planning concerns may be taken into account, budgetary savings or administrative 'streamlining' do not themselves justify such actions (see [Appendix V, I.C](#)).

Undergraduate Programs

With the exception of the scenarios described in the [UC Compendium Section IV.A](#), reconstitutions of undergraduate degree programs are administered by the campus only and do not require systemwide review.

Graduate Programs

In most instances, campus decisions on reconstitutions for graduate degree programs are forwarded to the Coordinating Committee on Graduate Affairs (CCGA) for review. CCGA will notify the Provost, with a copy to the Academic Council Chair of the UC Systemwide Academic Senate, whether it wishes to review the proposal.

If system-level review is required, an Appendix V action is not final until CCGA approves of the final resolution and the Provost notifies the campus, CCGA, and the Divisional Chair of final approval.

If system-level review is not required, the campus decision is final, no system-level review occurs, and the review process is complete.

See [UC Compendium Section IV.B. Transfer, Consolidation, Discontinuance, or Disestablishment of Graduate Degree Programs and Graduate Groups](#).

Academic Units

All proposed Appendix V actions for academic units should be included in the campus [Five-Year Planning Perspectives](#) as early as possible in the proposal development process. Appropriate steps should be taken to ensure that systemwide implications are considered. See [UC Compendium Section IV.C.: Transfer, Consolidation or Disestablishment of Academic Units](#).

PREPARING THE PROPOSAL

Any proposal to transfer, consolidate, disestablish or discontinue academic programs or units should originate in the programs or units involved, with the full consultation of all relevant faculty, students, staff, administrators, and others who play an active role in the program/unit (see [Appendix V, I.B](#)).

PROPOSAL REQUIREMENTS

Appendix V actions may be bundled with proposals to establish new programs or units, as appropriate.

Proposals must contain the following:

- **Executive Summary**
- **Section 1: Introduction and Rationale for the Appendix V Action.** Include a statement of the resulting unit's objectives, as well as a justification of the action in terms of campus and University academic needs and goals. Include a phase-out plan and timetable describing accommodations to students, faculty and staff.

- **Section 2: Academic Impact.** Describe the impact of the action on other campus units and/or academic programs. Outline any instructional changes, including impacts on enrollment, staffing and space requirements.
- **Section 3: Resource Requirements.** Outline costs and benefits to the campus and expected budgetary impact.
- **Section 4: Governance Structure** of any new proposed programs or units (*for proposals to transfer or consolidate programs or units*), particularly the role of Senate members (as listed in [Standing Order of the Regents 105.1](#)) in curricular matters and personnel actions. It is important for any proposal to explain what the role of the non-Senate faculty will be in the governance of any new units/programs/departments. The proposal should outline plans for establishing departmental bylaws and standing committees, and should as far as possible, address larger governance issues such as FEC representation or the new unit's membership in a constituency of the Committee on Committees.
- **Section 5: Changes in Senate Regulations.** Explain whether any changes in Senate Regulations at the Divisional level or in the Assembly of the Academic Senate will be required; include relevant regulations in the Appendix.
- **Appendices:** Decanal and FEC Endorsement(s), Resource Analysis Memo from Office of Academic Planning and Budget.

Proposals to transfer or consolidate programs or units should also include: catalog copy of program requirements, draft bylaws, letters of support from peer institutions, letters of support/commitment from impacted departments and programs, and transition plan; evidence of consultation with affected faculty and students.

For detailed guidance to facilitate the proposal-writing process, please download and use the [Undergraduate Program Proposal Template](#) or the [Graduate Program Proposal Template](#), as appropriate.

APPROVAL PROCESS

Completed proposals are submitted to the Academic Senate. The Senate Executive Board generally coordinates the review process. The Executive Board evaluates the proposal and decides whether to formally initiate the Appendix V action. If it does so, the Executive Board also notifies the Systemwide Senate that the action has been initiated.

CCGA should review transfer, consolidation, disestablishment, and discontinuance proposals while they are still at the divisional level to make certain that the divisional Graduate Council is appropriately involved and that any systemwide issues are fully considered. For details, see [Appendix G of the UC Compendium: Role of CCGA in the Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units](#).

The Academic Senate Chair sends the proposal to the designated committee. The designated committee shares the proposal with various Senate committees for review and approval (e.g., Undergraduate Council, Graduate Council, Council on Planning and Budget, and Committee on Rules and Jurisdiction). The designated committee transmits the recommendations from those committees and councils to the Executive Board. In its coordinating role, the Executive Board receives the report and determines whether the proposal is ready for the Legislative Assembly for final approval. The Executive Board does not vote on the proposal. Members will have the opportunity to vote on the proposal at the Legislative Assembly. Per [UCLA Legislative Ruling 6.21A](#), no Appendix V action may be considered consensual by the Legislative Assembly without the following consecutive steps:

1. Formal invitation for comments sent to all relevant parties (at a minimum this should include Senate faculty, non-Senate faculty, other affiliated faculty, enrolled students, and staff), with comments included in the proposal at least two weeks before the faculty vote in Step 2.
2. Concurrence of the Senate faculty entitled to vote on substantial departmental questions in the program/unit by at least a 2/3 majority of votes cast in each participating program/unit.
3. Letter of Endorsement of the reporting dean.
4. Executive Board appointment of an appropriate Designated Committee.
5. Concurrence of the Council on Planning and Budget by a 2/3 majority of votes cast.
6. Concurrence of the Designated Committee that the proposal both constitutes a consensual agreement (by a 2/3 majority of votes cast) and is approved (by a majority).
7. Review and certification by the Committee on Rules and Jurisdiction.

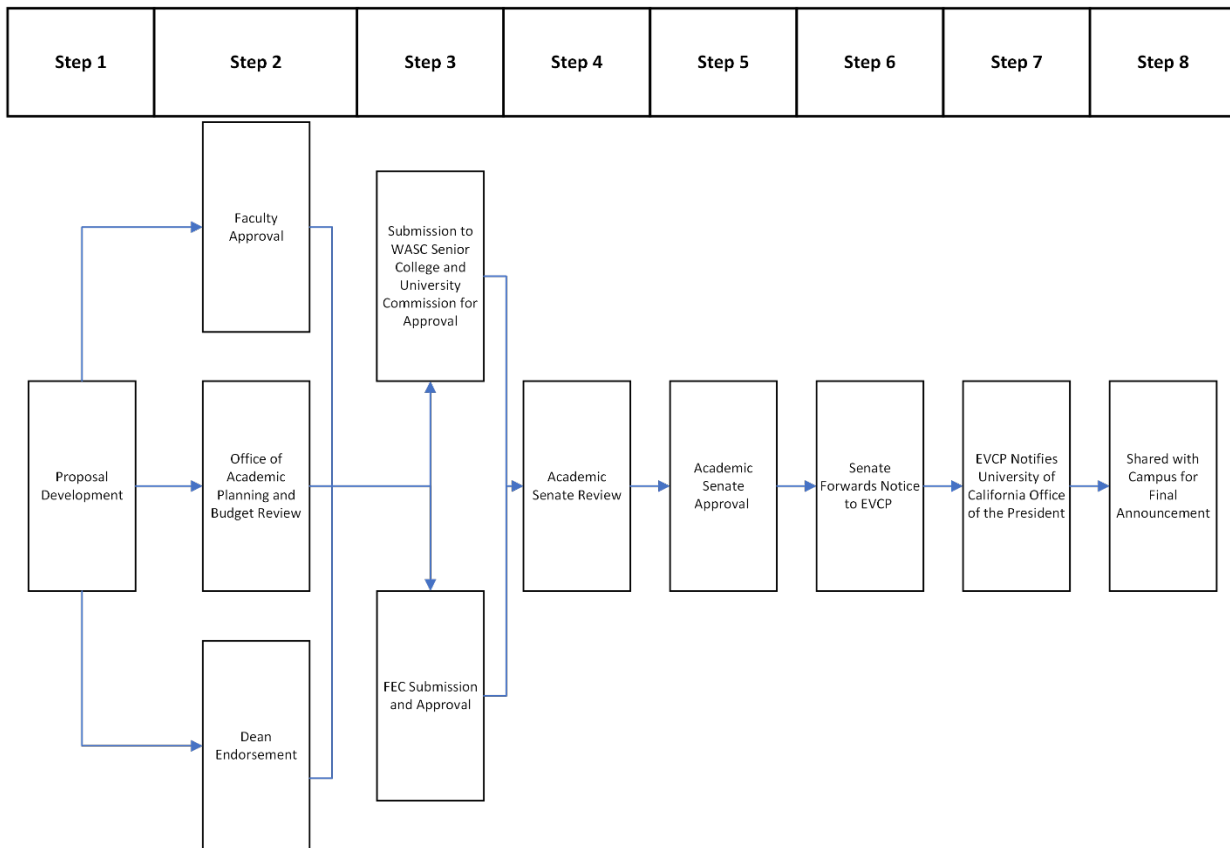
If the action is approved by the Legislative Assembly, the Academic Senate Chair subsequently transmits the Division's recommendation to the Executive Vice Chancellor and Provost (EVCP) for approval and subsequent notification to the UC Office of the President.

NOTE: An Appendix V action is considered final ONLY after the Legislative Assembly vote. Until then, programs or units in question should avoid circulating any materials or memoranda, or taking any actions, that assume the outcome of the vote.

I. Proposal Routing and Approval Workflows

I.1 Undergraduate Programs

With the exception of actions triggering systemwide review (see below), final approval of actions affecting undergraduate programs rests with the campus. All final campus actions involving undergraduate degree programs should be reported to the UC Provost and relevant UCOP staff as outlined below.



Step 1: Proposal Development

The proposal originates with an academic department or program and is submitted by the Chair to the Dean of the College/School for review and approval. A brief summary of the proposed program must also be included in the [Five-Year Planning Perspectives](#). If the proposed program is not in the most recent Five-Year Planning Perspective, the proposing unit must contact the [Office of Academic Planning and Budget](#) for information about how to include planned actions (See Section B above).

Step 2: Office of Academic Planning and Budget Review, Dean Endorsement, and Faculty Approval

The department submits the proposal to the Office of Academic Planning and Budget for an enrollment

and resource analysis. A resource analysis letter for the Associate Vice Chancellor of Planning and Budget must be included in the proposal packet.

After receiving the resource analysis letter, the department or FAC, as appropriate, submits the proposal to the Dean of the College/School for endorsement. The Dean's letter of support must be attached to the proposal.

The Faculty of the Department must review and vote on the proposal. For IDPs and Freestanding Minors, the faculty administrative committee (FAC) must review and vote on the proposal.

Step 3: FEC Review and Submission to the WASC Senior College and University Commission (WSCUC)

After approval by the Dean, the Chair sends a memo requesting approval of the new program, including the Dean's endorsement, to the College/School Faculty Executive Committee. The FEC reviews the proposal for quality, academic coherence, degree of specialization, prospects for attracting students of promise, accuracy in meeting college requirements, and the appropriateness of the proposed administrative structure.

Concurrently, the proposing unit must submit a copy of the proposal to the UCLA WSCUC office for a substantive change screening. Refer to the [Guidelines for Substantive Change Submission](#) for more information.

Step 4: Academic Senate Review

After FEC review, the proposal is routed to the Undergraduate Council (UgC) for approval. [WSCUC Substantive Review Screening](#) is required parallel to submission to the Council.

The Undergraduate Council and/or its Curriculum Committee will request the principal author(s) of the document attend one or more of its meetings to present the proposal to the membership. Preliminary meetings may have been called by the Council on Planning and Budget, the Committee on Rules and Jurisdiction, or the Graduate Council to clarify information or request additional information prior to the formal submission of the proposal.

Special Cases: Proposals for contiguous Bachelor's/Master's programs (hybrid undergraduate/graduate programs) must be sent simultaneously to the Undergraduate and Graduate Councils. Upon receipt, a joint subcommittee of the two Councils reviews the proposed hybrid program. If the joint subcommittee recommends the proposal, it will be routed to each Council for review. Other relevant committees and councils may be consulted as appropriate. If approved by the division, the hybrid program proposal is forwarded to CCGA per the process outlined below for graduate program approval.

Step 5: Senate Approval

After UgC approval, proposals are forwarded to the Academic Senate's Legislative Assembly (if changes are made to Senate bylaws or regulations) for Divisional approval.

Step 6: Senate Forwards notice to the EVCP

After applicable approval by the Legislative Assembly, the Academic Senate Chair sends a copy of the approved proposal and an endorsement memo to EVCP for review and endorsement. Unless Systemwide review is required (see below), the EVCP has authority for final endorsement of actions involving undergraduate degree programs.

Step 7: EVCP and Registrar Notify Office of the President

The EVCP notifies the UC Office of the President. The Registrar's Office requests a unique identifying major code from the UC Office of the President.

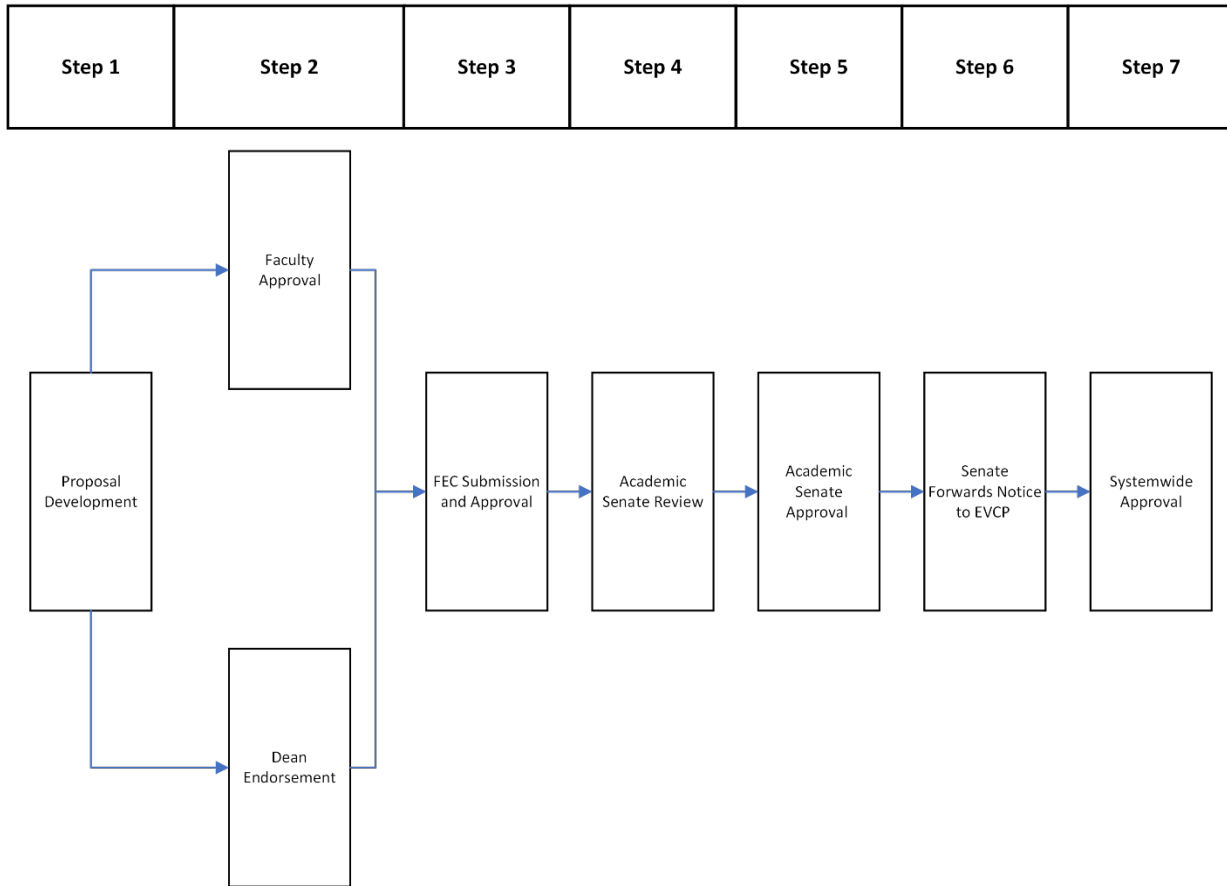
Step 8: (if applicable) Systemwide Approval

The following actions involving undergraduate degree programs trigger system-level review:

- Establishing a contiguous Bachelor's/Master's program (hybrid undergraduate/graduate degree program (see Section F above)
- Creating an undergraduate degree title unique to the campus (e.g., the first-ever B.F.A. program at UCLA) ([UC Compendium Section II.C.](#))
- Discontinuing an undergraduate degree title that is the last of its kind on a campus ([UC Compendium Section II.C.](#))
- Discontinuing an undergraduate degree program that is the last of its kind in the UC system ([UC Compendium Section IV.A](#))

I.2 Graduate Programs

All new graduate degree programs require departmental, Faculty Executive Committee, Graduate Council, and system-wide review.



Step 1: Proposal Development

The proposal originates with an academic department or program and is submitted by the Chair to the Dean of the College/School for review and endorsement. During development, the proposal is submitted to the Office of Academic Planning and Budget for an enrollment and resource analysis to be included in the proposal packet.

A brief summary of the proposed program must also be included in the [Five-Year Planning Perspective](#). If the proposed program is not in the most recent Five-Year Planning Perspective, the proposing unit must contact the [Office of Academic Planning and Budget](#) for information about how to include planned actions (See [Section B](#) above).

The Graduate Council’s policy analyst should be called upon for preliminary review of the proposal to ensure its readiness.

Step 2: Faculty Approval and Dean Endorsement

The proposing unit submits the proposal to the Dean of the College/School for endorsement. The Dean’s letter of support, which includes resources and funding required of the program, must be attached to the proposal.

The Department Faculty must review and vote on the proposal.

Step 3: FEC Submission and Approval

After the Dean has reviewed the proposal, the Chair sends a memo requesting approval of the new program, including a letter of support from the Dean, to the College or School Faculty Executive Committee. The FEC reviews the proposal for quality, academic coherence, degree of specialization, prospects for attracting students of promise, accuracy in meeting college requirements, and the appropriateness of the proposed administrative structure.

After FEC approval, the proposing unit must concurrently:

1. formally submit the proposal and all supporting appendices to the Graduate Council and
2. submit a copy of the proposal to the UCLA WSCUC office for a substantive change screening. Refer to the [Guidelines for Substantive Change Submission](#) for more information.

Step 4: Academic Senate Review

The completed proposal with all required components is referred to the Graduate Council's Committee on Degree Programs or the Self-Supporting Graduate Professional Degree Programs Ad Hoc Advisory Committee for review before being recommended to the Graduate Council for approval. The Graduate Council consults with the Council on Planning and Budget (which requires analysis by Academic Planning and Budget for its assessment), the Division of Graduate Education, and the Registrar's Office and incorporates their comments into its review of all proposals.

The Committee on Degree Programs (CDP) or Self-Supporting Graduate Professional Degree Programs Ad Hoc Advisory Committee (SSGPDPAC) and/or the Graduate Council will request the principal author(s) of the document attend one or more of its meetings to present the proposal to the membership. Preliminary meetings may have been called by representatives of CDP, SSGPDPAC or the Graduate Council to clarify information or request additional information prior to the formal submission of the proposal.

Special Cases: Proposals for contiguous Bachelor's/Master's programs (hybrid undergraduate/graduate programs) must be sent simultaneously to the Undergraduate and Graduate Councils. Upon receipt, a joint subcommittee of these two standing committees reviews the proposed hybrid program. If the joint subcommittee recommends the proposal, it will be routed to each Council for review. Other relevant committees and councils may be consulted as appropriate. If approved by the division, the hybrid program proposal is forwarded to CCGA per the process outlined for graduate program approval.

Step 5: Senate Approval

After Graduate Council approval, proposals are forwarded to the Academic Senate's Legislative Assembly (if changes are made to Senate bylaws or regulations) for Divisional approval.

Step 6: Senate Forwards notice to the EVCP

After applicable approval by the Legislative Assembly, the Academic Senate Chair sends a copy of the approved proposal and memo to the EVCP for review and endorsement.

The EVCP notifies the Office of the President and the Systemwide Academic Senate.

Step 7: Systemwide Approval

After review and endorsement by the Executive Vice Chancellor and Provost, the EVCP's Office forwards the proposal and endorsement letter to the UC Academic Senate's Academic Council, UC Academic Senate's Coordinating Committee on Graduate Affairs (CCGA) and the UC Office of the President (UCOP) for further review. The CCGA conducts a more intensive review, including the designation of a lead reviewer among the CCGA membership who also consults with external reviewers as mandated by the UC Compendium.

Following CCGA recommendation of approval, the CCGA Chair transmits the 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 designation or title that never has been used on the campus, additional reviews and approvals are required following CCGA's recommended approval of the degree program (see [UC Compendium Section II.C. Undergraduate and Graduate Degree Programs with Unique Titles](#)).

If the program is approved by the UC Academic Senate, the Provost recommends that the President approve the proposed graduate degree program. After the President's approval, the Provost's Office notifies the campus and CCGA.

The UCLA Executive Vice Chancellor/Provost's Office notifies relevant campus agencies, including Dean of the School/College, Department, Division of Graduate Education, and Registrar's Office, of the President's approval. The Registrar's Office contacts the Office of the President for new major code(s).

J. Resources

Proposal Templates

[Undergraduate Program Proposal Template](#)

[State-Supported Graduate Program Proposal Template](#)

[Self-Supporting Graduate Professional Degree Program Proposal Template](#)

K. Policy Appendices

Undergraduate Policies	
Undergraduate Distance Education Policy	https://ucla.box.com/v/UndergradDistancePolicy
Departmental Letters of Commitment for IDPs	https://ucla.box.com/v/IDP-dept-commitment-guidelines
Procedural Guidelines for the Appointment of IDP Chairs and Faculty Administrative Committees	https://ucla.box.com/v/IDP-FAC-appointments
Guide to University of California, Los Angeles Extension Certificate Approval	https://ucla.box.com/s/ni4l2ufj9yqej9sxxw9lxssdh15qdo9d
Graduate Policies	
Departmental Letters of Commitment for IDPs	https://ucla.box.com/v/IDP-dept-commitment-guidelines
Eligible Master's and Doctoral Committee List	https://ucla.box.com/v/IDP-graduate-committee-appt
Procedural Guidelines for the Appointment of IDP Chairs and Faculty Administrative Committees	https://ucla.box.com/v/IDP-FAC-appointments
Guidelines for Interdisciplinary Certificates for Matriculated Graduate Students	https://ucla.box.com/v/idpcertificate

Self-Supporting Graduate Professional Degree Programs Policies	
Guidelines for the Development of New Self-Supporting Graduate Professional Degree Program Proposals at UCLA	https://ucla.box.com/v/SSGPDPguidelines
Bylaw Guidance for Self-Supporting Graduate Professional Degree Program	https://ucla.box.com/v/SSGPDPbylawguidance
Guidelines for Mode of Delivery of SSGPDPs	https://ucla.box.com/v/SSGPDPmodeofdelivery
Guidance on the Standardization of Data Science Programs	https://ucla.box.com/v/datascienceguidance
Mixed Enrollment Guidelines	https://ucla.box.com/v/mixedenrollmentguidance
UC Self-Supporting Graduate Professional Degree Programs (SSGPDP) Policy	https://www.ucop.edu/institutional-research-academic-planning/files/2020_self-supportingdegreeprograms_policy.pdf

L. Contact Information

UCLA Academic Senate (Graduate and Undergraduate Council) <ul style="list-style-type: none"> • Proposal requirements • Proposal routing • Academic policies 	https://senate.ucla.edu/about/people#senate-staff-directory
Registrar's Office <ul style="list-style-type: none"> • Program and curricular requirements • Catalog copy 	https://registrar.ucla.edu/faculty-staff/courses-and-programs
Office of Academic Planning and Budget <ul style="list-style-type: none"> • Resource analysis • Enrollment planning • UCLA Five-Year Planning Perspective 	https://apb.ucla.edu/

UCLA WASC Senior College and University Commission (WSCUC) Compliance Office <ul style="list-style-type: none"> • Substantive changes 	https://wscuc.ucla.edu/
Division of Undergraduate Education <ul style="list-style-type: none"> • College Faculty Executive Committee (FEC) • Undergraduate Education Initiatives 	https://www.uei.ucla.edu/shared-governance/college-fec/ https://www.uei.ucla.edu/contact-us/
Division of Graduate Education	https://grad.ucla.edu/contact-us/directory/
UCLA School of Arts and Architecture	https://www.arts.ucla.edu/resource/about/directory/
UCLA School of Education and Information Studies	https://seis.ucla.edu/contact
UCLA School of Law	https://law.ucla.edu/about-ucla-law/leadership
UCLA Anderson School of Management	https://www.anderson.ucla.edu/about/our-leadership
UCLA David Geffen School of Medicine	https://medschool.ucla.edu/faculty-and-staff/faculty-executive-committee
UCLA Herb Alpert School of Music	https://info.schoolofmusic.ucla.edu/faculty/fec/
UCLA School of Nursing	https://nursing.ucla.edu/about/our-leadership
UCLA Luskin School of Public Affairs	https://luskin.ucla.edu/about#Contact-Us
UCLA Fielding School of Public Health	https://ph.ucla.edu/about/leadership
UCLA School of Theater, Film and Television	https://www.tft.ucla.edu/about/administrative-staff/