FAQs for New Graduate Degree Programs

How do I create a new graduate degree program proposal?
Please follow the format instructions described below.

Appendix B from the CCGA Handbook details the required format for graduate degree program proposals. We ask that you follow these guidelines very carefully and list the sections and subsections of your proposal as CCGA has laid out. In the August 2019 revisions to the CCGA Handbook, a new requirement under Section 1. Introduction, Item 5. Contributions to Diversity has been added. Item 5 supersedes UCI Section 10. Diversity. In addition, item 11 on program learning outcomes is specific to UCI and is required for this campus.

Section 1. Introduction
5. Contributions to Diversity
All proposals must include (a) a vision for how the program will advance UC’s goals for diversity and (b) a plan that details what steps the program will take in its first five years to move it toward the identification, recruitment, and retention of underrepresented minority students and faculty. The proposal should clearly document the ways in which the program will evaluate its diversity goals.

Section 2. Program
11. Program Learning Outcomes (UCI requirement)
Provide detailed program learning outcomes (i.e. core knowledge, research methods and analysis, pedagogy, scholarly communications, professionalism, independent research) with the understanding that they will be included in the external academic reviews of the degree program.

Required Appendices (Please insert these appendices in the order that they are requested)
1. Letter of support from the Dean*
2. Additional letters of support*
   a. Examples include: Associate Dean, Faculty Director, Department Chair, participating faculty, industry supporters, community partners, etc.
   b. It is highly encouraged to include letters of support from potential employers.
3. Letter of support from the UCI Libraries*
4. School/Department faculty vote
   Include total number of eligible faculty, number of voting faculty (in support, in opposition, abstention), and date of vote.
5. CVs of core faculty participating in the program
6. CIM print outs and syllabi for all required and newly proposed courses
7. Catalogue/website announcement
8. Program summary
9. Bylaws (School, Department or Program)

Updated September 2019
Required Appendices only for Self-Supporting Graduate Professional Degree Programs (SSGPDPs)**

10. Budget – use UCI Excel template from the Budget Office
11. Cost Analysis – use UCI Excel template from the Budget Office
12. Campus loan, if applicable
13. Market research report

*Letters of support must be formal; email printouts are not accepted.

** See UC Self-Supporting Graduate Professional Degree Programs Policy (updated 7/12/2016) at [http://sites.uci.edu/academic senate/files/2014/06/SSDPDP-Policy.pdf](http://sites.uci.edu/academic senate/files/2014/06/SSDPDP-Policy.pdf)

Note: Page 20 of Appendix B provides a template for an external review letter. Please only include 2 review letters (3 maximum) in the proposal. Providing more makes it difficult for CCGA to find external UC reviewers without prior review.

For questions about this process?

- **Your main contact will be** the Graduate Council Analyst in the Academic Senate. Questions about the policy and curriculum portion of a new graduate program proposal (program framework, courses, governance, changes in Senate Regulations, CCGA guidelines, etc.) can be sent her way. The Grad Council Analyst serves as the record keeper of graduate degree proposals until completion (Presidential approval). Questions about where your proposal is in the process can also be directed her way.
  - Contact: Thao Nguyen at thao.nguyen@uci.edu or (949) 824-5163
  - Secondary contacts:
    - Glen Mimura, 2018-19 Grad Council Chair at gmimura@uci.edu
    - Kate Brigman, Executive Director of the Academic Senate at kate brigman@uci.edu or (949) 824-6727

- **For administrative questions:** Celina Mojica, Director of Academic Initiatives, Graduate Division can assist you with administrative questions such as admissions requirements over and above Graduate Division minimum requirements, etc. Please note, a consultation meeting with the Vice Provost for Graduate Education and Dean of Graduate Division is strongly encouraged by the Senate prior to the proposal being submitted. The contact person to arrange this meeting is Celina Mojica.
  - Contact: cmojica@uci.edu or (949) 824-5409

- **For self-supporting graduate professional degree programs (SSGPDPs):** please consult with the Office of Planning and Budget for all fee related questions. Your contact point is Karen Mizumoto, Student Fee Program Coordinator.
  - Contact: karen.mizumoto@uci.edu or (949) 824-6629
For WASC accreditation: please consult with Tracy Molidor, Associate Vice Provost, Academic Planning. Please note that Schools are required to submit the name of their intended degree to the Office of Academic Planning to be included in the Campus five year perspective (https://provost.uci.edu/academic-planning/Five-Year-Perspective.html).

- Contact: tmolidor@uci.edu or (949) 824-4979

How long will the process take?

There are many steps in this process (both academic and administrative). At minimum we estimate the total process (submission to Grad Council to Presidential approval) to take 12-18 months. There are many variables (School adherence to Senate deadlines, the strength and completeness of the proposal, Council discussion, School response time to Senate questions, Council approval, Cabinet endorsement, Provost approval, the workload of CCGA, etc.) so every School and proposal has its own experience. Attached are two flowcharts for a snapshot of what the review process will look like, both at the campus and systemwide level.

Where do I send my proposal to?

Please submit the proposal to Kate Brigman, Executive Director, Academic Senate for review by the Graduate Council and the Council on Planning and Budget. The proposal must adhere to the CCGA format and requirements. Failure to do so will result in the return of the proposal. All items should be included and submitted in ONE single PDF file. The Senate is not responsible for the organization of a School’s proposal and its components. Items sent piecemeal will not be accepted.

How soon can my proposal be reviewed by Grad Council?

- It depends when the proposal is received and how full the agenda is. Graduate Council meets every 2nd Thursday of the month from October to June. A typical agenda exceeds 700 pages. For this reason we give our Council two weeks to review the materials. As such we require that proposals be sent 3-4 weeks prior to a Graduate Council meeting for agenda consideration. The Graduate Council Analyst and Chair will review the proposal prior to putting it on the agenda and assigning reviewers. This pre-review will ensure that all the required materials are submitted, preliminary questions by either the School or Senate are answered, and the proposal is ready for Graduate Council review.

- Grad Council meeting dates and deadlines for submission can be found on the Senate website at http://senate.uci.edu/committees/councils/graduate-council-gc/.

How soon will I hear back from Graduate Council about my proposal?

- Graduate Council typically provides a response within 1-2 weeks. The response will be send in a formal memo, via email, which documents the review and provides comments, questions and concerns.

How soon can I start recruiting?

Updated September 2019
- For state-supported programs, you can start recruiting once you receive Presidential approval.
- For self-supporting graduate professional degree programs, you need both Presidential approval and fee approval from the Regents before you can start recruiting.
  - For self-supporting graduate professional degree programs that are more than 50% online, you may also need WASC approval.
UCI Review Process Flow Chart

New Graduate Degree Program
NEW GRADUATE DEGREE PROGRAM

At School Level:
- Faculty Develop Proposal (Five-Year Planning Perspective)
- Faculty Vote on Proposal
- Resource analysis from Dean
- Commitment of resources from Provost

Senate Chair
Transmits for Review

Council on Planning and Budget
(Review)

Graduate Council
(lead council)
(Approval)

Other Councils as Determined by Senate Chair
(Review)

Cabinet
(Endorsement)

Divisional Senate Assembly
(Endorsement)

Senate Notifies UC Provost & CCGA

Systemwide Review & Approval
NEW GRADUATE DEGREE PROGRAM

At School Level (sequence determined by school):
- Proposal initiated by faculty group.
- Intention to create a new graduate degree program is included in the Five-Year Planning Perspective.
- Proposal is approved by faculty group. Faculty should be identified and record of vote included in proposal.
- Proposal is sent to Dean for letter on resource analysis
- Proposal is sent to Provost for letter on commitment of resources.
- Proposal is forwarded to the Academic Senate for review.

At Senate Level:
- Proposal is reviewed by GC in consultation with CPB and relevant Councils as determined by Senate Chair.
- CPB and relevant Councils forward reviews to GC and Senate Chair. Final review by GC will be considered after receipt of CPB response.
- If approved by GC, the proposal is forwarded to the Cabinet for endorsement.
- If the degree program is not deemed controversial, the Cabinet can act in lieu of the Divisional Senate Assembly.
- If the degree program is deemed controversial by the Cabinet or if it uses new degree title, proposal is sent to Assembly for endorsement.
- GC sends approved proposal to CCGA and UC Provost for simultaneous review at systemwide level. A copy of the notification is sent to the proposers, Academic Planning, Graduate Division, and Planning and Budget Office.

Notes:
- Graduate degree programs include Self-Supporting Professional Graduate Degree Programs (SSGPDP). Please see systemwide SSGPDP policy at http://senate.uci.edu/files/2014/06/SSDPDP-Policy.pdf. These guidelines require additional review and budgetary information as required by the Systemwide Coordinating Committee on Graduate Affairs.
- The guidelines for Joint UC/CSU Doctoral Degree Programs are described in Appendix U: Criteria for Reviewing Proposed Joint UC/CSU Doctoral Programs of the CCGA handbook: http://senate.universityofcalifornia.edu/_files/committees/ccga/ccga-handbook-august-2016.pdf. The Provost will need to secure approval from the UC Provost to negotiate with another campus to develop a joint doctoral degree program.
- Undergraduate/Graduate Hybrid Degree Programs (4+1s) are a type of graduate program as noted in the CCGA Handbook. These program proposals are reviewed by GC, CPB, CEP, and other relevant councils as determined by the Senate Chair.

Communication Process:
Final proposal is electronically sent by GC Analyst to:
- UC Provost: provost@ucop.edu
- CCGA Chair: Ramesh Balasubramaniam (2019-20)
With electronic copy to:
- Systemwide Academic Senate: Hilary Baxter, Executive Director
- CCGA Analyst: Fredye Harms
- UCOP Academic Planning: Todd Greenspan, Director; Chris Procello, CCGA Consultant
- Divisional Academic Senate: Chair, Chair Elect, Executive Director
Email is forwarded to:
- Proposer(s)
- Divisional Academic Senate: CPB Chair, CPB Analyst
- Academic Planning: Tracy Molidor, Associate Vice Provost
- Graduate Division: Celina Mojica, Director of Academic Initiatives
- Planning and Budget Office: Karen Mizumoto, Student Fee Program Coordinator
- University Editor: Aliya Thomas
CCGA Handbook

Appendix B: Format for the Graduate Degree Program Proposal

Appendix C: Overview of Review Process for New Graduate Degree Program Proposal
Appendix B
Format for the Graduate Degree Program Proposal

The proposal must adhere to the following specifications. Failure to do so will result in the return of the proposal to campus and an associated delay of at least one to two months in the review process. The following items should be included in a single PDF file:

- the complete proposal and all appendices (formatted as described below);
- a contact information sheet (located at the front of the proposal) with the lead proponent clearly identified;
- transmittal letters indicating the necessary campus approval and support.
- feedback from campus review committees and other entities as well as the proposers’ responses (separate from proposal and appendices);
- a list of the chairs (or program directors) of comparable UC programs to whom the proposal was sent, a sample of the cover letter, and any feedback received from those chairs;
- additional requirements for special circumstances, including new degree title, degree to be offered by as an interdepartmental program or with participation from other institutions (see notes below);
- strongly recommended: list of potential internal and external reviewers.

Title

A proposal for a program of graduate studies in (e.g., English) for the (e.g., M.A., Ph.D.) degree(s).

NOTES: (1) for Master’s degrees, please see Appendix J concerning degree titles; (2) if the program proposes to charge PDST please expand the phrasing to read “a program of professional graduate studies with PDST in”; if the program is self-supporting, please expand the phrase to read “a Self-Supporting Professional Graduate Degree Program in”; if the program is a self-supporting M.A.S., please expand the phrasing to “a Self-Supporting Graduate Degree Program in.”

Date of Preparation

NOTE: if the proposal has been revised in the process of campus review, please include all dates: that of the first submission and that of each revision. The content forwarded to CCGA should be the latest version.

Contact Information Sheet

A contact information sheet with the lead proponent clearly identified; at least one Academic Senate member must be identified as a contact person.

Executive Summary

A concise exposition setting forth the chief features of the program in language accessible to those outside the specific field.

Section 1. Introduction

A statement setting forth the following:

1) Aims and objectives of the program. Any distinctive features of the program should also be noted. Include a description of the expected profile of the target audience (e.g., educational background; work experience; proportion of instate, out-of-state, and international students).

2) Historical development of the field and historical development of departmental strength in the field.

3) Timetable for development of the program, including enrollment projects. Consistency of these projections with the campus enrollment plan. If the campus has enrollment quotas for its programs, state which program(s) will have their enrollments reduced in order to accommodate the proposed program.
4) Relation of the proposed program to existing programs on campus and to the Campus Academic Plan. If the program is not in the Campus Academic Plan, why is it important that it be begun now? Evidence of high campus priority. Effect of the proposed program on undergraduate programs offered by the sponsoring department(s). In the case of SSGPDP, explain clearly how any possible negative effects on existing graduate and undergraduate programs will be avoided or mitigated.

5) Contributions to diversity: All proposals must include (a) a vision for how the program will advance UC’s goals for diversity and (b) a plan that details what steps the program will take in its first five years to move it toward the identification, recruitment, and retention of underrepresented minority students and faculty. The proposal should clearly document the ways in which the program will evaluate its diversity goals. (Added August 2019.)

6) Interrelationship of the program with other University of California institutions, if applicable. The possibility of cooperation or competition with other programs within the University should be discussed. Proposers should make themselves aware of any similar proposals for new programs that may be in preparation on other campuses. Proponents are required to send copies of their proposal to the chairs (or program directors) of all departments (or programs) on other campuses offering similar degrees, with a cover letter such as the sample provided at the end of this Appendix. Any feedback received from these chairs should be included in the full submission. This solicitation is most useful if it occurs early enough to allow the proposers to take advantage of any feedback before local campus review.

7) Department or group which will administer the program.

8) Plan for evaluation of the program within the offering departments(s), by the Academic Senate and campuswide.

Section 2. Program

A detailed statement of the requirements for the program including the following:

1) Undergraduate preparation for admission.

2) Foreign language. “CCGA recognizes that foreign language competence may be an important element of graduate education of doctoral programs. It is the responsibility of the Divisional Graduate Councils to insure that the proponents of new doctoral programs have carefully considered the value of a foreign language requirement. We shall assume that when a proposal for a new doctoral degree has been forwarded to CCGA, this issue has been addressed and resolved to the satisfaction of the Division. Divisional Graduate Councils should apply the same standard adopted for new programs in reviewing existing doctoral programs.” (CCGA Minutes, 5/14/85, p.6)

3) Program of study:
   a) Specific fields of emphasis
   b) Plan(s): Master’s I (with thesis) and/or II (with comprehensive exam or capstone); Doctor’s A (5-member committee, mandatory oral defense) or B (3-member committee, optional oral defense)
   c) Unit requirements
   d) Required and recommended courses, including teaching requirement
   e) (For Master’s II only) Description of capstone element, either a comprehensive exam or an individual or group project (include details about supervision and evaluation)
   f) When a degree program must have licensing or certification, the requirements of the agency or agencies involved should be listed in the proposal, especially the courses needed to satisfy such requirements (CCGA Minutes, 1/17/78, p.5)

4) Field examinations – written and/or oral.
5) Qualifying examinations – written and/or oral.
6) Thesis and/or dissertation.
7) Final examination.
8) Explanation of special requirements over and above Graduate Division minimum requirements.
9) Relationship of master’s and doctor’s programs (if applicable).
10) Special preparation for careers in teaching.

11) Sample program.

12) Normative time from matriculation to degree. (Assume student has no deficiencies and is full-time.) Also specify the normative lengths of time for pre-candidacy and for candidacy periods. (If normative time is subsequently lengthened to more than six years, prior approval of CCGA is required.) Other incentives to support expeditious times-to-degree: what policies or other incentives will assure that students make timely progress toward degree completion in the proposed program?

Section 3. Projected need

A statement setting forth the following:

1) Student demand for the program. Please estimate proportion of in-state, out-of-state, and international enrollment.

2) Opportunities for placement of graduates. It is important for proposals to provide detailed and convincing evidence of job market needs. This is especially true for programs in graduate fields now well represented among UC campuses and California independent universities, as well as programs in the same field proposed by more than one campus. If UC already offers programs in the field, what are their placement records in recent years? What recent job listings, employer surveys, assessments of future job growth, etc. can be provided to demonstrate a strong market for graduates of this program, or for graduates of specialty areas that will be the focus of the program? If enrollment will be heavily international, are international graduates expected to seek employment in U.S. or to work abroad?

3) Importance to the discipline.

4) Ways in which the program will meet the needs of society.

5) Relationship of the program to research and/or professional interests of the faculty.

6) Program Differentiation. How will the proposed program distinguish itself from existing UC and California independent university programs, from similar programs proposed by other UC campuses? Statistics or other detailed documentation of need should be provided.

Section 4. Faculty

A statement on current faculty and immediately pending appointments. This should include a list of faculty members, their ranks, their highest degree and other professional qualifications, and a citation of relevant publications; data concerning faculty should be limited to only that information pertinent to the Committee’s evaluation of faculty qualifications. If proposers wish to submit full CVs for participating faculty, they should combine the CVs into a single, separate PDF supporting document, to be submitted simultaneously with the proposal.

For group programs only, one copy of letters from participating faculty indicating their interest in the program should be included. MOUs for teaching resources required to administer the graduate program curriculum must be provided by each of the affected departments. In addition, comments from all chairs of departments with graduate programs closely related to or affected by the proposed program should be included.

For a SSGPDP, please also refer to Appendix K for additional information required to be included.
Section 5. Courses

A list of present and proposed courses including instructors and supporting courses in related fields. The catalog description of all present and proposed courses that are relevant to the program should be appended, along with descriptions of how the courses will be staffed and how the staffing of the program will affect existing course loads, as well as descriptions of the relationship of these courses to specific fields of emphasis and future plans.

NOTE: for online courses, include details about the platform to be used; delivery partner, if any; plan for initial creation of online content, and plan for periodic refreshing of content; synchronous vs. asynchronous contact with faculty and TAs; provisions for cohort-formation and peer learning; assessment of student work, including provisions for security or identity authentication.

Section 6. Resource requirements

Estimated for the first 5 years the additional cost of the program, by year, for each of the following categories:

1) FTE faculty
2) Library acquisition
3) Computing costs
4) Equipment
5) Space and other capital facilities
6) Other operating costs

Indicate the intended method of funding these additional costs.

If applicable, state that no new resources will be required and explain how the program will be funded. If it is to be funded by internal reallocation, explain how internal resources will be generated.

State Resources to Support New Programs. The resource plan to support the proposed program should be clearly related to campus enrollment plans and resource plans. Campuses should provide detailed information on how resources will be provided to support the proposed program: from resources for approved graduate enrollment growth, reallocation, and other sources. What will the effects of reallocation be on existing programs? For interdisciplinary programs and programs growing out of tracks within existing graduate programs: What will the impact of the new program be on the contributing program(s)? When the proposed program is fully implemented, how will faculty FTE be distributed among contributing and new programs?

Section 7. Graduate Student Support

It is recommended that all new proposals include detailed plans for providing sufficient graduate student support. In fields that have depended on federal research grants, these plans should also discuss current availability of faculty grants that can support graduate students and funding trends in agencies expected to provide future research or training grants. Are other extramural resources likely to provide graduate student support, or will internal fellowship and other institutional support be made available to the program? If the latter, how will reallocation affect support in existing programs? Describe any campus fund-raising initiatives that will contribute to support of graduate students in the proposed program.

How many teaching assistantships will be available to the program? Will resources for them be provided through approved enrollment growth, reallocation, or a combination? How will reallocation affect support in existing programs?

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6 For guidelines on discussion of resource requirements for SSGPDPs, see Appendix K, and for discussion of resource issues related to conversions of state supported to self-supporting or self-supporting to state-supported degree programs, see Appendix L.
Provide an estimate of the average per student support (from all sources) and compare the estimate to systemwide norms or other comparators.

NOTE: An SSGPDP and any proposal involving PDST should explain what financial aid will be available or why it is not necessary to make a provision for financial aid, and should discuss the implications of the fee structure for the diversity of the projected clientele.

Section 8. Governance

If the new program is being offered by a unit that does not/has not offer(ed) graduate degrees, then a setting forth of “the Department or Group that will administer the program” is required, and the proposal should include bylaws associated with the new program. Bylaws should also be included with all proposals submitted by interdepartmental programs (IDPs). IDPs are graduate degree granting programs that are not offered by a single department, but administered by a group of faculty who are constituted for that purpose, and whose governance lies outside that of any single department.

Section 9. Changes in Senate regulations

The proposal should state clearly whether or not any changes in Senate Regulations at the Divisional level or in the Assembly of the Academic Senate will be required. If changes are necessary (e.g., for all proposals for new degrees), the complete text of the proposed amendments or new regulations should be provided.

Optional Appendices

In addition to the main document outlined above, many proposals contain appendices, offering supporting detail, e.g., some or all of the following: the complete CVs of the principal faculty administering and teaching in the new program; documentation of market surveys or other evidence of demand for the degree; letters of support from local industry or other potential employers or sponsors of potential students; budget spreadsheets; listing of comparable degree programs; sample syllabi of proposed new courses.
SAMPLE LETTER SENT BY PROPOSERS TO CHAIRS OF PROGRAMS OFFERING THE SAME OR A COMPARABLE DEGREE AT ANOTHER UC CAMPUS

(to be sent to all appropriate chairs or program directors)

Dear Chair (or Program Director),

At UCX we are in the process of proposing a new graduate program leading to [degree title]. In accordance with the review policy established by the systemwide Coordinating Committee of Graduate Affairs (CCGA), I am providing you, as the Chair of an existing comparable program, with a copy of the current draft of our proposal. We would be very grateful for any feedback you may wish to offer us, so that the proposal may be made as strong as possible before submission.

As background, please understand that the format and contents of the proposal follow the required outline found in the CCGA Handbook, and that internal and external reviewers will later be asked to address the following four points when examining our final submission:

− Quality and academic rigor of the program
− Adequacy of the size and expertise of faculty to administer the program
− Adequacy of the facilities and budgets
− Applicant pool and placement prospects for the graduates

If you wish to provide feedback, we would like to receive it within four weeks of the date of this letter, since we expect to submit the proposal for campus review at that time.
Appendix C
Overview: Review Process for New Graduate Degree Proposals

Based on the CCGA Handbook and the Compendium of Universitywide Review Processes.
[formerly Appendix E]

Divisional Graduate Council
– Approves proposal for new graduate degree program after consultation with divisional Planning and Budget committee.

Divisional Assembly or Divisional Executive Committee
– Approves new degree proposals and explicitly approves use of any new degree title.

Chancellor
– After approval by the Chancellor or designee, sends all required materials to Systemwide reviewers, including the UC Provost, designated UCOP staff, Academic Council Chair, CCGA Chair and Vice-Chair, and CCGA analyst. The items to be sent are as follows:
  • the complete proposal and all appendices (see Appendix B for format);
  • a contact information sheet (located at the front of the proposal) with the lead proponent clearly identified;
  • transmittal letters indicating the necessary campus approval and support.
  • feedback from campus review committees and other entities as well as the proposers’ responses (separate from proposal and appendices);
  • a list of the chairs (or program directors) of comparable UC programs to whom the proposal was sent, a sample of the cover letter, and any feedback received from those chairs;
  • additional requirements for special circumstances, including new degree title, degree to be offered by as an interdepartmental program or with participation from other institutions (see notes below);
  • strongly recommended: list of potential internal and external reviewers.

CCGA
– Assigns CCGA lead reviewer.
– Conducts review.
– CCGA review normally includes full committee discussion, interchange with the campus to clarify issues, and written review of the proposal by at least two disciplinary experts external to UC. If needed, one or two internal UC reviews may also be requested. If the CCGA or consultation by the lead reviewer with the Chair and Vice-Chair deems it necessary, a site visit may be performed by the lead reviewer. Program proposers must cover all costs of a site visit.

CCGA approval
– For new degree with a title already authorized for the campus, Letter to UC Provost copied to Council Chair.
– For new degree with a degree title that has never been used before on the campus, then the approval letter is sent to the Academic Council Chair, who will arrange for approval by the Assembly (or the Council if the Assembly is not meeting within 60 days) and then submit the approval to the Provost. (See Compendium, Section II.C).

President
– Designated UCOP staff draft letter to forward UC Provost’s recommendation for approval to the President.
– President reviews proposal and campus is notified of President’s action.
– If approved, campus may proceed with program implementation.

WASC
In some circumstances, a new degree proposal requires approval by the Western Association of Schools and Colleges.
Flow Chart

Campus prepares proposal after description is submitted in 5-Year Perspective.

Campus Divisional Senate approves proposal.

Chancellor approves and forwards proposal to CCGA, UC Provost, and designated UCOP staff.

CCGA selects a lead reviewer.

Concurrent review conducted by designated UCOP staff.

The CCGA lead reviewer evaluates the proposal which may involve:
• obtaining additional information from the proposers;
• collecting external and internal reviews;
• conducting a site visit.

This process repeats as necessary.

CCGA discusses the proposal as a whole. Progress reports are given by the lead reviewer. Other CCGA members may request further reviews, clarification, or information.

The lead reviewer prepares a final report and recommendation.

CCGA members vote to approve or return the proposal.

RETURNED:
A letter is sent informing the proposing faculty of CCGA's concerns and reasons for returning the proposal. If the campus chooses to revise and resubmit the proposal, the review process repeats.

APPROVED:
A letter is sent informing the UC Provost of CCGA's decision.

APPROVED:
UC Provost recommends to the President that the proposed program be approved.

The President approves implementation of the graduate program.

Designated UCOP staff review proposal on behalf of UC Provost and prepare Presidential approval letters.
University of California Policy
Self-Supporting Graduate Professional Degree Programs
CHANCELLORS
LAWRENCE BERKELEY NATIONAL LABORATORY DIRECTOR
MEDICAL CENTER CHIEF EXECUTIVE OFFICERS
VICE PRESIDENT—AGRICULTURE AND NATURAL RESOURCES

Dear Colleagues:

Enclosed is the attached revised policy on Self-Supporting Graduate Professional Degree Programs (SSGPDP). This policy will replace the existing 2011 Policy on Self-Supporting Graduate Degree Programs, which can be found at http://www.ucop.edu/institutional-research-academic-planning/_files/self-supportpolicy-2011.pdf.

This revised policy governs Self-Supporting Graduate Professional Degree Programs (SSGPDPs) at the University of California, including, but not limited to, establishment, discontinuance, setting student charges, and requirements for converting a State-supported graduate professional degree program to a SSGPDP.

The SSGPDP policy is effective as of the date of this letter and will be published online at http://policy.ucop.edu/.

Yours very truly,

Janet Napolitano
President

Enclosure

cc: Division Leaders
Universitywide Policy Office
I. POLICY SUMMARY

This Policy governs Self-Supporting Graduate Professional Degree Programs (SSGPDPs) at the University of California, including but not limited to establishment, discontinuance, setting student charges, and requirements for converting a state-supported graduate professional degree program to a SSGPDP.¹

¹ Nothing in this Policy constitutes a contract, an offer of a contract, or a promise that any student charges ultimately authorized by the University will be limited by any term or provision of this Policy. The University expressly reserves the right and option, in its absolute discretion, to establish student charges at any level it deems appropriate based on a full consideration of the circumstances, and nothing in this Policy shall be a basis for any party to rely on student charges of a specified level or based on a specified formula.
II. DEFINITIONS

A. **Self-supporting** – Self-supporting means that all program costs, both direct and indirect, are covered by revenues generated by the program such as student charges or from alternative revenues that are not disallowed funds as defined in Section II.g. below.

B. **Program costs** – Program costs include both direct and indirect costs.

C. **Direct costs** – Direct costs for SSGPDPs include, but are not limited to, costs related to instruction, program support, student services, financial aid, faculty and staff salaries and benefits, supplies, and equipment.

D. **Indirect costs** – Indirect costs are costs that cannot be charged to a particular project or activity but are incurred by the University or an organizational unit of the University as a result of undertaking the project or activity. Indirect costs for SSGPDPs include, but are not limited to, the charges levied by a school, college, campus, and/or systemwide entity for a program’s share of academic and administrative support, libraries, building use, and operation and maintenance of physical facilities.

E. **Charges (SSGPDPs)** – Charges are funds paid by students to attend SSGPDPs. The charges may include approved Compulsory Campus-based Student Fees and Course Materials and Services Fees (CMSF). Although students in SSGPDPs may be required to pay Compulsory Campus-based Student Fees and CMSF, these fees are disallowed funds (as defined in II.g. below) and may not be used to support the SSGPDP.

F. **Tuition and fees (state-supported programs)** – Tuition and fees are funds paid by students to attend state-supported programs and include, but are not limited to, Tuition, Student Services Fee, Professional Degree Supplemental Tuition (PDST), and Compulsory Campus-based Student Fees and CMSF.
G. Disallowed funds – Disallowed funds are funds the SSGPDP may not rely on for program costs. Disallowed funds include State General Funds and tuition and fees as defined in II.f above. Although students in SSGPDPs may be required to pay Compulsory Campus-based Student Fees and CMSF, revenue from these fees may not be used to support the SSGPDP.

H. Compendium – The Compendium is the *Compendium of Universitywide Review Processes for Academic Programs, Academic Units, & Research Units*. The Compendium draws on current University policies to articulate systemwide review processes for proposals to establish, transfer, consolidate, change the name of, and discontinue or disestablish undergraduate degree programs (in certain cases), graduate degree programs, schools, colleges, and research units.

III. POLICY STATEMENT

A. Introduction. Self-supporting graduate professional degree programs (SSGPDPs) allow the University of California (UC or University) to: (1) serve additional students above and beyond those supported through resources provided by the State; and (2) fulfill demonstrated higher education and workforce needs. Models of self-supporting graduate professional degree programs include, but are not limited to, those that serve non-traditional populations, such as full-time employees, mid-career professionals, international students with specialized goals, and/or students whose professional education is supported by their employers. Many SSGPDPs are: (1) offered through an alternative mode of delivery, such as online or hybrid instruction; (2) alternatively-scheduled (e.g., during evenings, weekends, and/or summers); and/or (3) offered in alternative locations (e.g., off-campus).

This Policy governs the establishment and operation of SSGPDPs at the University and its campuses.

When the University received adequate State support to honor its commitment to the California Master Plan and to expand graduate academic and professional programs in response to State and societal needs, UC directed self-supporting programs primarily to working adults and other non-traditional student populations. These programs provide alternative venues and opportunities for access to quality programs leading to graduate professional degrees. With the decline in State support, this Policy now recognizes that offering self-supporting graduate professional degree programs is also a necessary educational strategy to allow the University to serve a greater number of students above and beyond those whom State resources will support. Although these programs receive no State support, they have the potential to generate resources that would enhance the quality, accessibility, and affordability of core academic programs and departments.
A proposal to create a self-supporting program must make a compelling academic and budgetary case for the program. In addition, it must articulate how it will ensure that the self-supporting program will not have a detrimental impact on state-supported teaching, research, or service, both academically and financially, in the unit proposing the program.

This Policy governs Self-Supporting Graduate Professional Degree Programs (SSGPDPs) at the University of California, including, but not limited to, establishment, discontinuance, setting student charges, and requirements for converting a state-supported graduate professional degree program to a SSGPDP. SSGPDPs shall not use disallowed funds. Nothing in this Policy is intended to prescribe campus policy or pre-empt a campus’ discretion with respect to how it distributes resources with the exception that disallowed fund sources may not be used to fund SSGPDPs. Campuses may have their own policies with regard to SSGPDPs provided those policies do not conflict with this Policy.

B. Description of self-supporting graduate professional degree programs. SSGPDPs are graduate programs that primarily serve professionals seeking to advance their careers.

SSGPDPs enable the establishment of new graduate professional degree programs and, in some cases, the maintenance of existing graduate professional degree programs. This Policy governs both circumstances. With the exception of the source of funds and the costs the funds must cover, all SSGPDPs must adhere to the same policies as state-supported programs. SSGPDPs are subject to Academic Senate oversight and review to ensure that all degree programs meet UC standards of academic rigor and quality. All faculty (both Senate and non-Senate) in SSGPDPs are governed by UC academic personnel policies and practices.

All direct and indirect costs shall be covered by charges paid by SSGPDP students or by other funds that the sponsoring academic unit allocates to the SSGPDP. SSGPDPs may not use disallowed funds.

C. Programs ineligible for self-supporting status. Programs ineligible for self-supporting status include the following: all undergraduate degree programs, all academic master’s degree programs leading solely or primarily to a Doctor of Philosophy (Ph.D.) degree, and all Ph.D. programs.

D. Location of offerings. SSGPDP courses and other program requirements may be offered on-campus, at appropriate off-campus locations, or online, using distance technologies as appropriate (consistent with Academic Senate Reg. 694).
E. **Comparable quality to regular state-supported graduate programs.** SSGPDPs are held to the same standards of quality as all other UC graduate professional degree programs. Student admission and performance standards for SSGPDPs are governed by the Academic Senate.

F. **Comparable faculty.** As is the case for all other UC degree programs, Senate faculty are responsible for SSGPDPs. Senate faculty who teach in SSGPDPs are appointed, evaluated, and advanced under the same processes and criteria as other Senate faculty regardless of whether a portion of their regular compensation comes from SSGPDPs. The nature of certain practice-oriented degree programs may warrant a higher proportion than usual of non-Senate faculty (e.g., clinical faculty, adjunct faculty, lecturers, and visitors).

G. **Faculty workload and compensation.** SSGPDPs shall comply with the Academic Personnel Manual (APM) with respect to how faculty, both Senate and non-Senate, are compensated. Faculty are expected to comply with all relevant reporting requirements. Teaching in a self-supporting program does not constitute workload for purposes of State reporting. Faculty teaching in SSGPDPs shall be handled either through compensation to a faculty member’s department for a reduction in the faculty member’s workload (a “buy-out”) or through additional compensation to the faculty member for additional workload above normal workload. This depends on whether the teaching replaces part of the faculty member’s expected full-time load (a “buy-out”) or is in addition to the full-time load (additional compensation). A “buy-out” must include the complete cost of faculty salary, health benefits, and retirement compensation. Campus policies on “buy-out” or additional compensation may be applied so long as they do not conflict with this policy or the APM.\textsuperscript{2} SSGPDPs shall not in any way diminish a school or department’s responsibilities to the full complement of state-supported programs. For non-Senate academic appointees covered by a Memorandum of Understanding (MOU), this Policy applies only to the extent provided for in the MOU.

H. **Initiation and approval of SSGPDPs**

1. **Initiation.** Departments, groups of departments, or schools may propose a new SSGPDP or conversion of an existing state-supported program to an SSGPDP. Proposals shall originate with an academic unit that is authorized to conduct graduate work. A proposal to create a self-supporting program must make a compelling academic and budgetary case for the program. In addition, it must articulate how it will ensure that the self-supporting program will not have a detrimental impact on state-supported teaching, research, or service (both academically and financially) in the unit proposing the program.

\textsuperscript{2} Section 662 of the APM addresses additional compensation for additional teaching.
2. **New Program.** The establishment of a new SSGPDP must be approved according to procedures and requirements specified in the Compendium.

3. **Conversion.** Conversion of an existing state-supported program to self-supporting status is regarded as exceptional. Special justification must be given for a conversion application to be approved. For example, clear and overwhelming evidence must be provided to demonstrate that the existing state-funded model is no longer sustainable or has unduly restricted development of the program. Graduate professional degree programs converting to self-supporting status must meet the same criteria as new SSGPDPs and are subject to the same review criteria as new SSGPDPs. This includes criteria related to financial sustainability, financial accessibility, faculty appointments, and course approvals. Initial review of a conversion proposal shall be conducted by the Graduate Council of the proposing campus. The campus Graduate Council determines whether the converting program is in good academic standing and provides CCGA with a statement of support or non-support for the proposal.

i. **Conversion when changing academic requirements.** A proposal to convert a state-supported program that includes changes to the program’s academic requirements shall be reviewed through the same processes as a newly-created graduate professional degree program.

ii. **Conversion when not changing academic requirements.** A proposal to convert a state-supported program that includes no changes to the program’s academic requirements shall be reviewed through Academic Senate processes at the campus and at the system level to evaluate context and justification for the conversion and to assure that the program proposed for conversion is in good academic standing. In order for a conversion proposal to be reviewed at the system level, the program must have undergone and received a meritorious academic review within the previous five years. At the discretion of systemwide review bodies, system level review may be expedited.

iii. **Review of conversion to SSGPDP.** The first academic review of a program that converted from state-supported to self-supporting status shall be in the fourth year of establishment (after three years of operation). Thereafter the program joins the campus’ regular academic review cycle.

I. **Phase-in period.** All SSGPDPs shall be fully self-supporting within three years of inception. The sponsors of each proposed self-supporting program shall submit to UCOP a cost analysis and fiscal phase-in plan for review and approval.
J. Failure to become or remain self-supporting. If a new or converting self-supporting program does not reach financial sustainability within the required three years, the campus shall be responsible for all costs of continuing or phasing out the program and shall not use disallowed funds for those purposes. Similarly, if an existing SSGPDP is no longer financially self-supporting, the campus shall be responsible for all costs of continuing or phasing out the program and shall not use disallowed funds for those purposes.

K. Reversion to state-supported status. Any SSGPDP (existing, new, or converted) seeking to become a state-supported graduate professional degree program shall be subject to the same campus and systemwide approvals required to establish new state-supported graduate academic or professional degree programs and enrollments.

L. Discontinuation. Consistent with the requirements for the discontinuation of any UC academic program, a discontinued SSGPDP must ensure that students have the opportunity to complete their degrees or transfer to other programs.

M. Review of SSGPDPs. Campus Graduate Councils shall review SSGPDPs as part of regularly-scheduled campus program reviews on the same basis as state-supported academic programs are reviewed. Once established, the SSGPDP shall be under the purview of the campus Graduate Council and the Graduate Division to ensure adequate progress of students according to campus criteria. Campuses may apply additional review measures so long as they do not conflict with this Policy. SSGPDP courses are subject to normal campus procedures for approval, revision, and termination.

N. Admission and enrollment. Admission standards for SSGPDPs shall be comparable to those in effect for analogous state-supported programs, if such programs are available.

Admissions criteria may specify some type or period of work experience in the field, as applicable to the specific graduate professional degree offered. Students must be admitted through the Graduate Division through the regular admissions process. Enrollments in SSGPDPs do not count for purposes of calculating the number of students supported by the State. SSGPDP enrollments will be reported separately from enrollment of students in state-supported programs. During the approved phase-in period, the reporting of enrollments as either state-supported or self-supporting will conform to the specifications of the approved plan referenced in I above.

O. Approval by President of student charges and phase-in plans. In addition to the program approval requirements above, proposed student charges and the phase-in plan for each SSGPDP shall be submitted to the President for approval.
P. Student charges. The President will review and approve proposed student charges for each SSGPDP upon establishment or conversion, as well as subsequent proposed annual increases or decreases in such charges. The President will report annually to The Regents on the level of student charges for each approved program. Student charges for SSGPDPs will cover all program costs within the required three-year period unless the campus chooses to use other non-disallowed funds to assist in meeting program costs. The Chancellor must approve the use of non-disallowed funds to subsidize SSGPDPs. Chancellor approval authority may not be delegated. The level of student charges shall be based on a full and accurate assessment of all program costs as defined in the Policy and further detailed in the Implementation Guidelines. Program deficits, including deficits during the approved phase-in period, are the responsibility of the campus; disallowed funds cannot be used to cover any deficit. State-supported degree programs and SSGPDPs must separately account for their use of resources. Campuses shall not charge a blended tuition/fee level for any course or program. However, self-supporting and state-supported students may be enrolled in the same courses if there is an appropriate accounting for the self-supporting and state-supported costs. Charges may not be assessed prior to approval.

Q. Financial accessibility. SSGPDPs must have a financial accessibility goal for their student population and a student financial support plan for achieving this goal. It is expected that the plan will address access for students from a wide range of income levels. Examples of possible student financial support include scholarships or grants from the program’s own resources (i.e., return-to-aid from student charges), privately raised funds, participation in federal and/or private loan programs, or other external support. For the purposes of state and federal student financial aid programs, “student charges” has the same meaning as “tuition.”

R. Consultation. Input on program characteristics and the level of student charges must be regularly sought from program stakeholders and must cover a multi-year period. Stakeholders must include students in and faculty from the program.

Implementation procedures are part of the policy and included in Section V below.

IV. COMPLIANCE / RESPONSIBILITIES

All University of California campuses and academic departments that offer or seek to offer a self-supporting graduate professional degree program are subject to this policy. Responsibilities for program approval are detailed in the Compendium of Universitywide Review Process for Academic Programs, Academic Units, and Research Units. Responsibilities for the process of certification of self-supporting status and Presidential approval of self-supporting program charges are detailed in the implementation procedures in Section V.
V. REQUIRED PROCEDURES

IMPLEMENTATION OF SELF-SUPPORTING GRADUATE PROFESSIONAL DEGREE PROGRAMS (SSGPDP) POLICY

The President issues the following Policy implementation procedures for the SSGPDP Policy:

A. Program approvals

1. Prior to operation, all SSGPDPs must obtain necessary program approvals according to procedures and requirements specified in this Policy and any other applicable academic program approval policies. The Compendium is the procedural document that implements the policies governing academic program approvals.

2. Newly-approved SSGPDPs will be reviewed on the campus after three years through a process chosen by the campus Graduate Council. Subsequent to that review, the programs will be subject to the regular program review cycle.

3. SSGPDP proposals should pay particular attention to addressing the program review criteria specified by the Academic Senate, including sufficient financial information for reviewers at the campus and systemwide levels to assess the likelihood that the SSGPDP within three years will meet all these criteria using funds from charges to the program's students primarily and, if necessary, funds from other sources allowed by SSGPDP policy.

4. A proposal for a new or conversion SSGPDP must be accompanied by letters of support from the Graduate Council, the formally recognized group that serves as the Academic Senate’s executive board or cabinet, the Executive Vice Chancellor/Provost, and the Chancellor.

5. New SSGPDPs and state-supported programs seeking to convert to SSGPDP status may apply for review of proposed student charges [see III (P) in the Policy] prior to completion of program approval processes. However, no student charges can be imposed in advance of final program approval by the Academic Senate and the President.

6. SSGPDPs that are being discontinued or converted to state-supported status must adhere to the requirements of this Policy, any other applicable academic program approval policies, and the requirements for discontinuance and establishment respectively, as described in the Compendium.

B. Process for certification of self-supporting status and Presidential approval of self-supporting program charges. SSGPDP student charges must be approved by the President annually. In order to receive Presidential approval for student charges, each SSGPDP and each campus with one or more SSGPDPs shall follow the following procedures:
1. **Annual program templates.** For each SSGPDP, an SSGPDP template shall be completed that covers the following elements:

   a. **Program approval status.** The completed template shall indicate the program approval status for the SSGPDP, the date, and results of its most recent academic program review, and/or the dates the next academic program review will begin and be completed.

   b. **Current and proposed student charges.** The completed template shall include, at a minimum, the current level of student charges and the projected student charges for the next two years. Newly-proposed programs shall include projected student charges for the three-year phase-in period. Approved Compulsory Campus-based Student Fees may be charged to SSGPDP students when it can be shown that SSGPDP students benefit from the services funded by those fees.

   c. **Financial accessibility.** The completed template shall include a clear statement of and rationale for the program’s financial accessibility goal; the SSGPDP’s student financial support plan, and the extent to which the program is attaining its financial accessibility goal. For programs that have converted or are proposing to convert from state-supported status, the description shall compare the program’s student financial accessibility with that expected when it was State supported and with that of other UC programs offering similar degrees (whether self-supporting or not).

   d. **Cost analysis.** The completed template shall include a cost analysis that demonstrates that the proposed student charges cover full direct and indirect costs (“program costs”), or (to the extent that student charges are insufficient to cover these costs) that no disallowed funds will be used to subsidize program costs. The required elements and format of the cost analysis shall be specified in the SSGPDP template. New SSGPDPs are subject to the same cost analysis. Programs are expected to become fully self-supporting within three years, though campuses may continue to subsidize program costs with non-disallowed funds at their discretion. Program cost deficits, including any deficits during the phase-in period, must be covered by the campuses; disallowed funds may not be used to cover any deficit. The template shall require campuses to identify in advance fund sources that will be used to cover any projected deficits and to verify that those fund sources (or substitute non-disallowed sources) are being used to cover any current deficits.

   e. **Consultation.** The completed template shall include a section identifying the stakeholders who were consulted and when and how the consultation took
place, and providing a short summary of the feedback received from each
category of stakeholders. Stakeholders should have the opportunity to have
their comments or their summary of their comments included in the
materials submitted with the template. Input on program characteristics and
the level of student charges must be regularly sought (at least every other
year) from program stakeholders. Stakeholders must include students in and
faculty from the program. Prior to establishing a new program, student input
shall be sought from students likely to apply to such a program.

2. **Campus annual submittals.** Each campus with one or more SSGPDPs must
provide an annual submittal consisting of (1) a cover letter from the Chancellor
to the President requesting approval of student charges for the upcoming year
and (2) the SSGPDP templates for each existing or proposed SSGPDP on that
campus. Specifically, the cover letter shall include:

   a. A statement that appropriate campus leadership has reviewed and approved
      the attached templates for each SSGPDP on that campus. The statement
      must certify that each program is operating on a self-supporting basis (or is
      using non-disallowed funds to cover any program cost deficit) and is in
      compliance with this Policy.
   b. A request to approve the proposed level of student charges for each existing
      or proposed SSGPDP for the upcoming year.
   c. A completed SSGPDP student charges form showing, for each SSGPDP, the
      current level of student charges, the proposed level of student charges,
      and the percentage increase or decrease, if any. UCOP will provide the
      blank form to ensure that student charges can be compared across
      programs.

3. **Timeline for submittals.**
   
   a. November preceding the next academic year – Campuses receive
      templates from UCOP together with instructions on the process for the
      required annual submittals.
   b. March 1 – Budget Analysis and Planning (BAP) at UCOP receives completed
      campus annual submittals with the attached templates for each SSGPDP.
      Staff designated by BAP and the Provost begin to review proposals.
   c. April 1 – Provost and BAP receive the results of UCOP staff review,
      including campus annual submittals with the attached templates for each
      SSGPDP.
   d. April 15 – President makes decisions and campuses are notified of
      approved program student charges for the upcoming academic year (and
      leading summer term, if any programs enroll their students initially in the
      summer).
   e. The President reports this information to The Regents annually.
C. Miscellaneous implementation procedures

1. Reporting of enrollments.
SSGPDPs should be identified in the Corporate Student System with a program code that is distinct from state-supported programs and with an attribute code flagging enrollments in each SSGPDP as self-supporting.

2. Faculty workload.
All faculty participation in the SSGPDP must be funded directly from SSGPDP revenue or other allowable sources in proportion to the faculty member’s workload commitment to the program. If the faculty member’s participation is in lieu of some of his or her responsibilities as a full-time UC employee, then the SSGPDP must reimburse the faculty member’s department an amount equivalent to the cost of that particular faculty member’s time (a “buy-out”). Consistent with the requirement that the SSGPDP must cover all program costs, for a “buy-out” the total cost of faculty salary, benefits, and retirement must be funded by SSGPDP-generated or other non-disallowed funds. If the faculty member’s participation is in addition to his or her responsibilities as a full-time UC employee, then he or she should receive additional compensation which must be calculated and recorded in accordance with relevant Academic Personnel Manual policies and reporting requirements. ³

For non-Senate academic appointees covered by a Memorandum of Understanding (MOU), this policy applies only to the extent provided for in the MOU.

VI. RELATED INFORMATION

Prior University of California policies on self-supporting programs can be found at http://www.ucop.edu/institutional-research-academic-planning/areas-of-expertise/academic-planning-policy/self-supporting-programs.html

Delegation of Authority to the President to Set Fees for Self-Supporting Degree Programs
[approved by the UC Regents, November 20, 1998]

³ The UC Academic Personnel Manual addresses additional compensation for additional teaching. Additional University-compensated teaching outside of the assigned teaching load, including teaching for self-supporting UC degree programs, UNEX courses and programs, and other continuing education programs run by the University, must be disclosed in annual reporting and count toward the faculty member’s maximum 39/48 days of outside professional activities (see APM - 025-10-a(2), APM - 671-10-a(2), and APM - 662-17).
VII. FREQUENTLY ASKED QUESTIONS

Not applicable

VIII. REVISION HISTORY

This policy revises and supersedes the Policy on Self-Supporting Graduate Degree Programs and the Implementation Guidelines for the Policy on Self-Supporting Graduate Degree Programs that were approved and implemented on September 23, 2011.

The revised policy and implementation section provide more specificity on the criteria and approval process for establishing a new self-supporting graduate professional degree program or for converting an existing program to self-supporting status.