Chapter 200, Campus Organization and Management
Section 25, Establishment or Revision of Academic Degree Programs
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Responsible Department: Undergraduate Studies
Source Document: Compendium of Universitywide Review Processes for Academic Programs, Academic Units, and Research Units

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Exhibit A, Flow Chart—Approval Process for Academic Programs

I. Purpose

This section describes the formal steps to be taken in preparation, transmittal, review, and implementation of proposals for the establishment, transfer, or discontinuation of an academic degree program.

II. Policy

A. For the purpose of this policy, an academic degree program is considered any regularized sequence of courses leading to a degree, including those programs sponsored by groups of faculty for the purpose of presenting a degree program that is interdepartmental in nature. All degree programs must be offered under the sole or joint jurisdiction of the departments, colleges, schools, graduate divisions, or other University academic agencies approved by the Board of Regents. Proposals to offer new degree titles are also covered by this procedure.

B. The process for the creation or discontinuation of academic programs must be in accordance with the University's system of shared governance and must be consistent with the relevant Universitywide policy statements cited in this section.

C. Each party in the process is expected to expedite consideration of pending proposals. Answers to questions that arise in the review process must be sought from earlier reviewers and incorporated into recommendations as needed. Revisions to proposals may be approved without re-review by advisory parties but require approval by parties with authority to approve or reject a proposal.

III. Contents of Proposal

A. New program or degree title

A summary of the requirements and guidelines for proposals is available in the Compendium of Universitywide Review Processes for Academic Programs, Academic Units, and Research Units, Appendix C.

B. Transfer or Discontinuation of program or degree title

1. Justification of the proposed action including analysis of costs and benefits to the campus and expected budgetary impact; a statement about the expected impact to enrollment, changes in staffing and space requirements.

2. A phase-out plan that includes an explicit description of the accommodations to students, faculty, staff, and non-academic appointees.

3. A complete statement of all steps required for adoption and implementation of the proposal and the timetable of target dates for completion of each step.

4. Explanation of the method of consultation that was employed in the review process with students and faculty members from potentially affected programs and with appropriate college or Senate committees.

5. Description of the relationship of the proposal to the campus and unit's academic plan.

6. Appended comments of students, faculty, academic non-Senate appointees, and committees.

IV. Procedures

For a flow chart of these procedures, see Exhibit A.

A. The proposal is initiated by the interested group (department, dean, graduate group, group of faculty, other academic unit). The proposal must specify the approved academic agency offering the degree program. The initiator must consult with review committees (Undergraduate Council or Graduate Council, Vice Provost and Dean—Undergraduate Education or Vice Provost—Graduate Education and Dean—Graduate Studies, school or college), and with the dean(s) of affected schools or colleges for input and assistance in proposal preparation and requirements.

B. The affected unit(s) (department, section, division, or any unit below the level of college or school) must review the proposal. The recommendation must be reported as a vote of the Academic Senate members of the affected unit.

C. Undergraduate Programs

1. The recommendation of the affected unit(s) is forwarded to the Executive Committee of the affected school or college in which the degree is to be offered, and to the dean of the school or college.

2. The Executive Committee of the school or college approves or rejects the proposal following the procedures specified in the bylaws of the school or college.

3. The dean of the school, college, or division provides an independent recommendation regarding support for the program.

4. Approval from the school or college Executive Committee and the recommendation of the dean is forwarded to the divisional Senate office for transmittal to the Undergraduate Council and the Committee on Planning and Budget.

   Copies of these approvals and recommendations are sent to the Vice Provost and Dean—Undergraduate Education and to the chairs of the Executive Committees of the undergraduate colleges to comment on potential effects to programs within their colleges.

5. The Committee on Planning and Budget submits advisory comments to the Undergraduate Council.

6. The Undergraduate Council reviews the proposal and can approve the program on behalf of the Divisional Academic Senate.

7. The Undergraduate Council approval is referred to the Vice Provost and Dean—Undergraduate Education for comment and transmittal to the Council of Deans and Vice Chancellors (CODVC). A copy of the Undergraduate Council approval is sent to the Chair of the Divisional Academic Senate for the information of the Executive Council.

8. CODVC determines if the action will be supported by the campus and advises the Chancellor.

9. The Chancellor transmits approval of the program to the Chair of the Divisional Senate, Chair of the Undergraduate Council, and the Vice Provost and Dean—Undergraduate Education who notifies the dean, department chair, Accounting & Financial Services, Admissions, University Communications, Registrar, and Budget & Institutional Analysis, of the approval

   Approval of a new undergraduate degree title that is unique to the campus requires

systemwide review and approval. (See Universitywide Review Processes for Academic Programs, Academic Units, and Research Units.)

D. Graduate Programs (including Graduate Groups)

1. The proposal is sent to the Vice Provost—Graduate Education and Dean—Graduate Studies, who sends the proposal to the Graduate Council and to the divisional Senate office.

2. The Committee on Planning and Budget and the Library Committee review the proposal and return advisory comments to the Graduate Council.

3. The Graduate Council reviews the proposal, with consideration to the comments of the Committee on Planning and Budget, the Library Committee, and the advice of the lead academic dean and Dean—Graduate Studies regarding availability of support for the program. The Graduate Council approves or rejects the proposal on behalf of the divisional Academic Senate.

4. The Graduate Council approval is referred to the Vice Provost—Graduate Education and Dean—Graduate Studies for comment and transmittal to the Council of Deans and Vice Chancellors (CODVC). A copy of the Graduate Council approval is also sent to the Chair of the Divisional Academic Senate for the information of the Executive Council.

5. CODVC determines if the degree program will be supported by the campus and advises the Chancellor.

6. The Chancellor transmits campus approval and recommendation to the Office of the President for systemwide approval. Copies are also sent to the Vice Provost—Graduate Education and Dean—Graduate Studies, the Chair of the Divisional Senate, and the Chair of the Graduate Council.

7. The Chair of the Graduate Council transmits the proposal to the Coordinating Committee on Graduate Affairs for systemwide Academic Senate approval.

8. When approved by the Office of the President and systemwide Academic Senate, the Chancellor and/or Chair of the Divisional Academic Senate notify the Chair of the Graduate Council and the Vice Provost—Graduate Education and Dean—Graduate Studies who notifies the graduate program, Accounting & Financial Services, Admissions, Strategic Communications, Registrar, Budget and Institutional Analysis, of the approval.

V. Further Information

Additional information is available from Undergraduate Education, (530) 752-6068.

VI. References and Related Policies

A. Office of the President:

1. Policy on Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units, 9/19/79.

2. Compendium of Universitywide Review Processes for Academic Programs, Academic Units, and Research Units, September 2014.

B. UC Davis Policy & Procedure Manual:

1. Section 200-20, Establishment or Revision of Academic Units.

2. Section 220-01, Organized Research.