

**COMMITTEE ON DEGREE PROGRAMS
GRADUATE COUNCIL
PROCESS FOR THE REVIEW OF PROPOSALS FOR NEW GRADUATE PROGRAMS**

1. The department or interdepartmental committee prepares the proposal according to the *Format for Proposal for Graduate Degree Programs*. The faculty and staff liaisons for the department should be identified.
2. The proposal must be sent to the academic dean for an analysis of the academic merit of the proposed program, a statement of resources required and the dean's priority for funding the proposed program. The dean's statements must be appended to the proposal. The proposal will not be accepted without this statement.
3. The process for the faculty review of the proposal, and the faculty vote should be stated in the cover memo. A comment by the School/College Faculty Executive Committee is required for the review by certain Senate agencies.
4. Additional resources will require the proposal to be sent to the Office of Academic Planning and Budget, Assistant Vice Chancellor Glyn Davies, or for enrollment planning assistance, Director Caroline West.
5. A draft of the proposal should be submitted to Luisa Crespo, Graduate Council Policy Analyst, for preliminary review by the Senate reviewing agencies. A meeting may be scheduled with the principal authors of the document in order to clarify information or request additional information prior to the formal submission of the proposal.
6. Eight copies of the proposal are forwarded to the Graduate Council, 1215 Murphy Hall. Council staff checks the proposal dossier to ensure that all material required is included.
7. If complete, one copy of the complete dossier is sent to: the Office of Academic Planning and Budget; the Graduate Division; and to the Senate Council on Planning and Budget (CPB).
8. The formal review process begins with the appointment of a lead reviewer(s) to review and evaluate the proposal; the lead reviewer is normally selected from the Council's Committee on Degree Programs (CDP).
9. The Graduate Division and the CPB report their comments to the CDP. These responses are appended to all copies of the proposal.
10. After the responses are received, the proposal is discussed by the Committee on Degree Programs (CDP) at which time the lead reviewer presents a report. If revisions are required, it is the responsibility of the lead reviewer to review the suggested changes with the originating unit until the proposal appears to warrant Graduate Council final action. If major revision is required, revised copies are sent to the Graduate Division. If CDP recommends approval, the proposal is placed on a Graduate Council agenda.

11. Graduate Council action. If Graduate Council approves the proposal, and:

It is for new programs leading to existing authorized degrees (e.g., MA, MS, PhD) or graduate-level Certificates at UCLA:

12. The Chair of Graduate Council notifies the Chair of the Academic Senate of the action.

13. A copy of the approved proposal and an excerpt of the Council Minutes are sent to the Executive Vice Chancellor for his/her recommendation letter to the President.

14. When the Executive Vice Chancellor's letter is received in the Graduate Council office, the Chair of the Graduate Council sends the letter of transmittal and a copy of the proposal dossier to the Chair of the Coordinating Committee on Graduate Affairs (CCGA). Staff checks with CCGA re: distribution to CCGA members.

Simultaneously, the Executive Vice Chancellor's letter and approved proposal are forwarded to the Office of the President

It is for new programs leading to new degrees or graduate-level Certificates at UCLA:

12. Only the abstract, enabling or revised legislation, and any provisos concerning the proposal are transmitted to the Legislative Assembly for action.

13. A copy of the approved proposal and an excerpt of the Council Minutes are sent to the Executive Vice Chancellor for his/her recommendation letter for the President.

14. Legislative Assembly action is required.

15. If approved, and when the Executive Vice Chancellor's letter is received in the Graduate Council office, the Chair of the Graduate Council sends the letter of transmittal and a copy of the proposal dossier to the Chair of the CCGA. Staff checks with CCGA re: distribution to CCGA members.

Simultaneously, the Executive Vice Chancellor's letter and approved proposal are forwarded to the Office of the President.

NOTE: Since CCGA approval is not the last stage of the review-and-approval process, announcements including websites, admission of students, or premature steps to implement the program are prohibited by statewide regulations until after notification of final approval from the President to the Chancellor is received in the Graduate Council Office.