

**Committee on Educational Policy**  
**Process and Guidelines for Establishment of New Undergraduate Academic Programs**

**The Approval Process for New Undergraduate Academic Programs**

The Universitywide Review Process for Academic Programs, Academic Units, and Research Units (also known as the Compendium) states that "All actions involving undergraduate degree programs are carried out on the nine established campuses. That is, creating a new undergraduate degree program, changing the name of an existing undergraduate degree program, and consolidating, transferring, or discontinuing an existing undergraduate degree program are campus decisions and there is no Systemwide review of them. If approved by the responsible divisional Academic Senate committee and supported by the campus administration, a proposed action involving an undergraduate degree program is implemented." "The one action that would continue to require Systemwide review and approval is the creation of an undergraduate degree title unique to the campus (e.g., the first BFA program of any kind on the campus)."

Once the proposal has gone through the program faculty, College faculty (if necessary), and the College Executive Committee, it should be forwarded to the Senate Committee on Educational Policy (CEP) Senate Analyst for CEP review and approval. After CEP's approval of the proposal, the document is sent to the Division for final approval. **See Attachment A for a flowchart of the review process.**

*Adopted by the CEP 11/14/07, Rev. 02/20/08, Am. 10/20/10, Am. 11/07/14, Am. 04/03/15*

**Guidelines for Establishment of New Undergraduate Academic Programs**

A proposal for a new academic program should include the following information:

1. Name of the academic program and the department or unit that will administer the program.
2. A thorough justification, including the motivation for the creation of the program in terms of student interest and professional or academic importance.
3. Relationship of the new program to existing programs.
4. The proposed curriculum. Great care should be given in this area, correct rubrics should be listed for courses, all cross listings should be listed, unit total considerations should be taken into account and totals should be verified by program staff, faculty, and appropriate Executive Committee personnel. A copy of the proposed program change should be provided for inclusion in the Catalog.
5. A list of faculty who will be involved in the program, including those teaching, advising, and administering.
6. For interdisciplinary programs, the degree of participation and the role of each department must be explicitly described. The chairs of all participating departments must provide written approval

for the creation of the program and indicate their commitment to provide necessary resources including faculty release.

7. Projected enrollment in the program.
8. Name of degree, if applicable, and the anticipated number of degrees to be granted when the program reaches steady state.
9. Potential impact of the new program on existing programs. If the proposed program includes required courses from a department other than the administering department, the proposal must include a statement from the department indicating that it has been consulted and that it will provide access to the required courses.
10. A full listing of resources required for start-up and for operations. In cases where no additional resources will be needed, this must be explicitly stated. This listing may include: personnel (faculty FTE or temporary positions, Teaching Assistants or Readers, administrative staff, technical support); support services including computer facilities and library resources; space requirements. A plan indicating how the resources will be obtained would also be helpful to the committee in reviewing the proposal. A letter of support from the College Dean and/or Executive Vice Chancellor-Provost indicating endorsement as well as a promise of support for the proposal also would be extremely helpful.
11. Both internal and external letters of support should be provided with the proposal. Internal letters of support are often from UCR department chairs and faculty of related programs. The external letters should be from other UC campuses or other peer institutions. Letters from off-campus help to establish the quality of the program and its fit within the context of related programs at other universities. Upon consultation with the CEP the demand for external letters may be waived.
12. Approvals from program faculty, College faculty (if the new proposal affects a college regulation), and the appropriate Executive Committee should be obtained before forwarding the new program to the attention of the Senate Analyst for CEP.
13. All proposals for new programs should be given to the CEP no later than the last week of February of the academic year prior to the fall quarter in which the proposed program is anticipated to go into effect. This schedule should provide sufficient time for review of the proposal by CEP before forwarding to the Division for consideration at the May Division meeting

Attachment A – Review Process for New Undergraduate Degree Programs

NEW UNDERGRADUATE DEGREE PROGRAM  
(INCLUDING INTERDEPARTMENTAL)

