

University of California Universitywide Review Process for Establishing Graduate Degree Programs

As detailed in the [Compendium: Universitywide Review Processes for Academic Programs, Academic Units, & Research Units](#), the establishment of new graduate degree programs includes:

Steps 1 & 2: Upon approval by the Divisional Senate and campus administration, the Chancellor sends all required degree program proposal material to UCOP for review by the UC Provost, the Academic Council Chair, CCGA Chair, and CCGA staff.

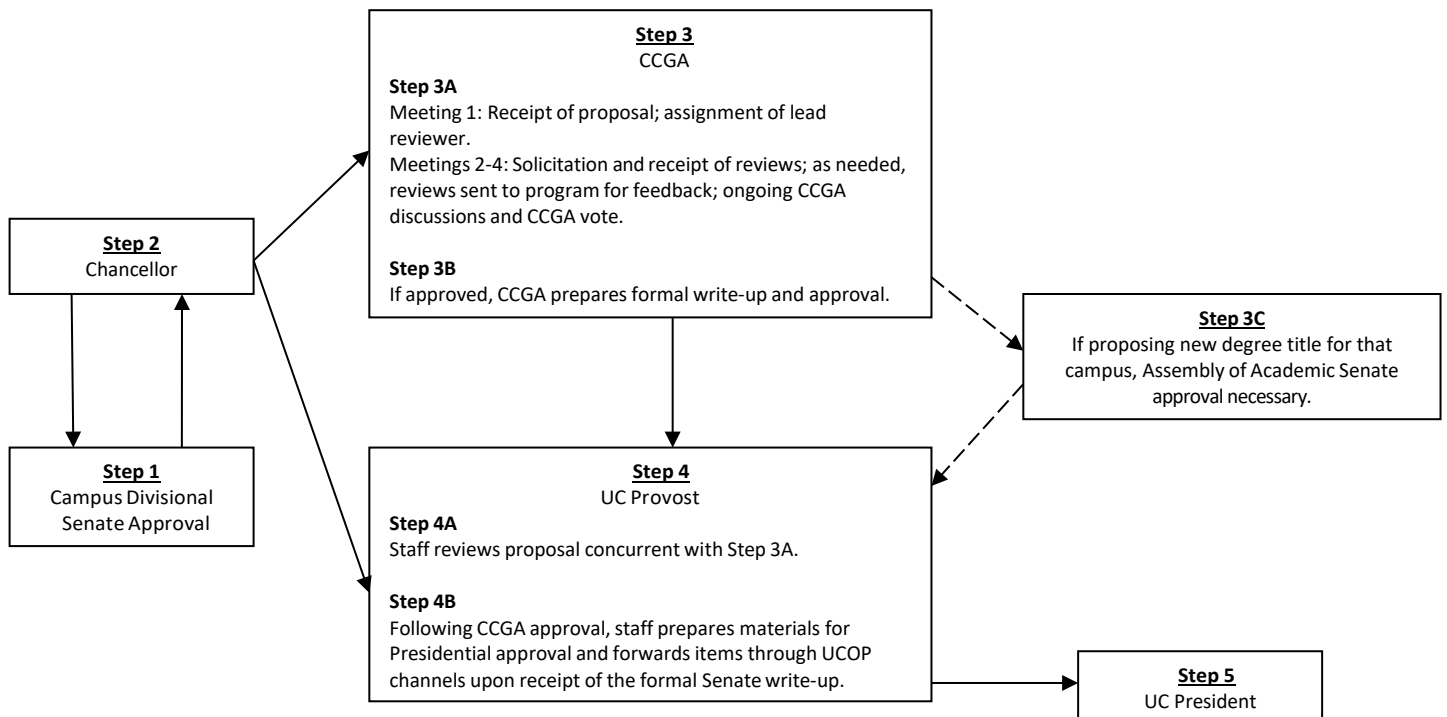
Step 3A: CCGA carries out its review, which includes: full committee discussion; dialogue with program proponents to clarify issues and modify the proposal; and proposal review by disciplinary experts. Review of a new graduate degree program proposal by CCGA typically takes three and a half months, if the proposal is submitted in the fall.¹

Step 3B: If CCGA recommends approval of the proposed graduate degree program, the CCGA Chair transmits the committee's approval and final report to the UC Provost with copies to the Academic Council Chair, CCGA, CCGA staff, the Divisional Chair, the campus Graduate Dean, and program proponents.

Step 3C: If the program establishes a new degree title, the Assembly of the Academic Senate needs to approve the proposed new degree title. Per Senate Bylaw 125.B.7, the Academic Council may do so if the Assembly is not scheduled to meet within 30 days. This step typically adds a couple weeks to the process.

Step 4: If the program is approved by the Senate, the UC Provost recommends to the President that the proposed graduate degree program be approved.

Step 5: After the President approves the proposed graduate degree program, the UC Provost notifies the campus and CCGA by e-mail of the approval, sending a copy of the President's approval letter to the campus and the Divisional Chair.



¹ Proposals submitted after January 1 may take more time because of the difficulty of obtaining reviews during the summer months.

While the review and approval process typically lasts less than a calendar year, proposers should keep in mind that some cases do take up to one year; the amount of time a proposal takes to be reviewed and approved can vary widely.

Action Step		Estimated duration
CCGA review	Review by CCGA begins with full committee discussion and assignment of a lead reviewer. Solicitation and receipt of reviews by disciplinary experts and dialogue with program proponents to clarify issues and modify the proposal. For self-supporting programs, solicitation and receipt of review by the University Committee on Planning & Budget is also required.	1-3 months
	Proposal is further discussed by full committee and voted upon.	1 month
CCGA approval	If CCGA recommends approval, the CCGA Chair transmits the committee’s approval and final report to the UC Provost with copies to the Academic Council Chair, CCGA, CCGA staff, the Divisional Chair, the campus Graduate Dean, and program proponents.	1 month
Senate approval	If the program establishes a new degree title, the Assembly of the Academic Senate needs to approve the proposed new degree title. Per Senate Bylaw 125.B.7, the Academic Council may do so if the Assembly is not scheduled to meet within 30 days.	1 month
Administrative approval	If the program is approved by the Senate, the UC Provost recommends to the President that the proposed graduate degree program be approved.	3 weeks
	After the President approves the proposed graduate degree program, the UC Provost notifies the campus and CCGA by e-mail of the approval, sending a copy of the President’s approval letter to the campus and the Divisional Chair.	

More details about the CCGA review and approval process can be found in the [Coordinating Committee on Graduate Affairs Handbook](#).