

From: [Dean of the Graduate Division](#)

Subject: Updated Proposal Guidelines for New Graduate Degree Programs, New Undergraduate Majors and Minors, and Changes to Existing Programs

Date: Wednesday, January 26, 2022 12:23:53 PM

TO: GRADUATE DEPARTMENT AND GROUP CHAIRS
GRADUATE COORDINATORS

SUBJ: Updated Proposal Guidelines for New Graduate Degree Programs, New Undergraduate Majors and Minors, and Changes to Existing Programs

Dear Colleagues,

In August 2021, the Academic Senate sent out a notice regarding the Educational Policy Committee (EPC), the Graduate Council (GC), and the Undergraduate Council (UGC) updates to the proposal guidelines to establish new graduate degree programs, establish new undergraduate majors and minors, and make changes to existing undergraduate majors and minors. For departments and programs that plan to submit proposals, we ask that you follow these revised guidelines. More details are provided below.

1. Guidelines for Undergraduate Major and Minor Proposals:

- Proposals for New Undergraduate Majors and Minors:

<https://senate.ucsd.edu/media/518371/ugc-proposal-procedures-for-new-majors-and-minors.pdf>

- Proposals for Changes to Existing Undergraduate Majors and Minors:

<https://senate.ucsd.edu/media/67486/ugc-proposal-procedures-for-changes-to-existing-majors-and-minors.pdf>

- *Note that UGC added a section for departments/programs to address how new curriculum or curricular changes create an inclusive learning environment.*
- All new major or minor program proposals (including specializations) are required to undergo administrative review prior to submission to the Undergraduate Council. Procedures and the new administrative routing form are available on the Division of Undergraduate Education's website:

<https://undergrad.ucsd.edu/resources/assessment/administrative-reviews.html>

2. Guidelines for Graduate Degree Proposals:

- Proposals for New Graduate Degree Proposals:

<https://senate.ucsd.edu/media/67489/new-graduate-programs.pdf>

- Proposals for Changes to Existing Graduate Degrees:

<https://senate.ucsd.edu/media/67492/changes-to-existing-graduate-programs.pdf>

- All new degree program proposals are required to undergo administrative review prior to submission to the Graduate Council. Procedures and the new administrative routing form are available on the Graduate Division's website:

<https://grad.ucsd.edu/academics/policies-procedures/new-degree-proposals.html>

Sincerely,

JOHN MOORE
Dean, Undergraduate Education

JAMES ANTONY
Dean, Graduate Division

UC San Diego occupies the un-ceded territory of Kumeyaay Nation. Today, the Kumeyaay people continue to maintain their political sovereignty and cultural traditions, and are vital members of the San Diego community. We acknowledge their great contributions to the region and the university's responsibility to honor and serve this community.

