

**UC Merced**  
**Review and Approval of Undergraduate Degree Programs (Majors)**

- Proposed program is included in Five Year Perspectives report and/or approved Strategic Plan; brief program description is included in report/plan at least one year, preferably two, before implementation
- Dean/School faculty develop proposal, in format below. School faculty vote on proposed program. Dean submits proposal to Undergraduate Council with his/her endorsement and details of faculty vote.
- Proposal is reviewed by Undergraduate Council. Executive Vice Chancellor/Provost and CAPRA are consulted on resource issues.
- Undergraduate Council either approves or disapproves program and conveys result to EVC and Dean(s).
- Office of the President is notified of approval.

Format for Proposals for New Undergraduate Degree Programs

- Brief program description and rationale. Rationale, aims/objectives/distinctive features of proposed major. Include job market demand, if pertinent; graduate education or professional school prospects for majors; student demand (can be based on other UC campus experience, prospective/current student surveys, etc.); and intellectual justification, if this is not a standard major in name or program design.
- Relation to existing programs. What is the relationship of the proposed major to existing programs on campus? Evidence of campus priority. What effect will the proposed major have on other undergraduate and graduate programs at UCM? (a) If the major includes courses and faculty participation from related fields or other schools, letters of agreement from the other units must be included (b) Include comment letters from all heads of units from areas related to the proposed major
- Relation to programs at other campuses. Interrelationship of the program with other University of California institutions, if applicable. This would include differences from or similarities to programs at other campuses, any UC-wide organization or structure in this area, and any formal intercampus requirements.
- Program requirements: Lower division and upper division course requirements, including lower division preparatory courses required outside the major and upper division course requirements outside the major field; and minimum and maximum credits allowable for major. Produce a sample program for a major, showing all requirements and placeholders for elective courses within and outside the major, including General Education. Program must show how student can complete major, including all

prerequisites, in four years. Describe the availability of suitable preparatory courses at UCM's primary feeder community colleges or plans to work with community colleges to make available the required preparatory courses. Are there unique courses that will be required for completion prior to the junior year? If so, how will transfer students be expected to satisfy these requirements?

- Accreditation (if applicable). Describe requirements for programmatic accreditation and plans for achieving that accreditation, if required or desirable.
- Resource needs and plan for providing them. Faculty (current and under recruitment); specialized staff; specialized space (e.g., teaching labs, studios, *et al.*); library resources (include statement from University Librarian on plans for providing resources for the major); instructional computing resources; other facilities; field work resource needs; other resource needs, including special student support services. When resources are to be provided by other than the Dean's office (e.g., by the Chief Information Officer, Vice Chancellor for Student Affairs, *et al.*), documentation of consultation on providing those resources should be included.
- Potential for non-majors to participate. Will non-majors have access to upper division courses?
- Timetable for implementation. Include plans for initiating and building up the program, including enrollment projections (in context of campus enrollment growth). Will program be initiated at both the freshman and junior level or at one level only?