

APPENDIX F

Approval, Review, and Discontinuance Guidelines For:

Undergraduate Concentrations, Minors, And Programs Built on Pre-Existing Majors Such As:

Honors Majors, Intensive Majors, Combined Majors, Bachelor/Graduate Programs

The campus recognizes multiple undergraduate curricular programs to provide opportunity for students to focus their interests within established majors.¹ These foci provide structure within which specific issues can be explored and the student's particular interests can be addressed. The majority of these programs do not lead to conferral of a degree. Honors Majors, Intensive Majors, Combined Majors and Bachelor/Graduate programs are built on pre-existing majors. Concentrations and minors allow students to pursue interests within or separate from their major degree, respectively. Brief program definitions are provided below. To develop a common understanding among students, faculty and staff, alternate program names such as "track", "pathway", "emphasis" or other terms should not be used.

The approval, review, re-approval and discontinuance process is addressed below. The term Program is used to encompass all variations.

Program Resources and Sponsoring Unit Responsibility

Approval for Programs that are **resource neutral**, (i.e. no additional resources are required to offer the curriculum) lies with the Committee on Educational Policy (CEP). Additional approval from the Graduate Council is required for Bachelor/Graduate programs.

Resource considerations include advising, tracking and recognition of student participation. Student advising is the responsibility of the unit sponsoring the program and is to be accommodated in the workload of the staff and faculty. Similarly, student tracking is a unit responsibility. Academic Information Systems (AIS) can accommodate non-degree programs in the subplan fields; however, it is a unit responsibility to assign students to the subplan and to verify completion of all requirements. Diploma and transcript notation of successfully completed undergraduate programs is determined by CEP.

Approval

¹ CEP Undergraduate Programs - <http://senate.ucsc.edu/cep/ugradprograms2.pdf>

Programs are initiated by the course sponsoring agency.² The program faculty members develop a proposal that addresses the following:

1. The program's academic objectives,
2. The internal resources needed to mount and sustain the program,
3. The number of students likely to participate,
4. The program's impacts on long term academic plans,
5. Curriculum and leave plans demonstrating capacity to offer the curriculum in the face of faculty leaves,
6. Course and other requirements,
7. Catalog copy,
8. Discontinuance - How the program will be discontinued if student demand does not justify its continuance, if faculty interests change, or if resources are reduced.

The course sponsoring agency sends the proposal to the overseeing dean for consideration.³ The dean is responsible for transmitting the proposal to CEP with a cover letter reflecting the long term planning implications and confirming the proposed program is resource neutral. Graduate Council is also consulted for Bachelor/Graduate programs. Programs requiring new resources require the dean's explicit commitment to allocate the resources. CPB and the VPAA will be consulted if the program is not resource neutral. The dean will consult with the VPAA if resource implications are unclear.

CEP (and Graduate Council for Bachelor/Graduate programs) will communicate final approval to the course sponsoring agency, divisional dean, and Office of the Registrar. CEP determines when programs may be published in the General Catalog and Admission materials.

Review and Re-Approval

All programs will be reviewed in conjunction with the course sponsoring agency's regularly scheduled external review. If the program is housed outside of a unit assigned to the campus review schedule, a separate internal review will be scheduled following campus procedures for academic program reviews. The VPAA will determine any review procedural modifications necessary to best fit the program's size and complexity. At the time of the review, CEP will be asked to issue a **re-approval** allowing each program to continue to the next review cycle. Criteria upon which re-approval will be based include:

- Student participation rates,
- Continued faculty interest,
- Integration of the program into the long-term department plans.

Discontinuance

² Course Sponsoring Agencies are units approved by the UCSC Senate to sponsor courses. Departments, Colleges, Academic Divisions, and ladder faculty for whom a department has not yet been established are examples.

³ The VPDUE serves in the Dean role for programs sponsored by Colleges reporting to the VPDUE.

Program discontinuance and subsequent removal from the course catalog and other campus publications requires CEP approval. Discontinuance may be appropriate for a variety of reasons such as:

- Insufficient student interest,
- Change in faculty programmatic emphasis,
- Budgetary re-allocation or reduction,
- Outcome of program review.

The Chair of the course sponsoring agency, on behalf of program faculty, submits a written proposal for program discontinuance during the catalog copy approval process. The proposal must identify the reason for discontinuance and address how students currently pursuing the program will complete their planned course of studies. Written endorsement of proposed program discontinuance from the overseeing dean is required.

Consultation with the VPAA and CPB is required if discontinuance is due to budgetary re-allocation or reduction.

Program Definitions

The Committee on Educational Policy defines undergraduate academic programs and the terms used to describe them. Consult CEP for current comprehensive definitions.

Consult the VPAA office if you have any questions about program approval procedures. Following is a list of the programs falling under these guidelines.

Concentration

Variation of an existing major curriculum.

Honors Major or Intensive Major

Based on an existing major and includes significantly more academic training than the existing major.

Minor

Courses that when combined have an educational objective, but do not lead to a degree. Minors are typically based on existing majors. Proposals for minors not based on an existing major require endorsement by the VPAA.

Combinations of Pre-Existing Majors Such As:

Combined Major

Combines requirements from two existing undergraduate majors.

Bachelor/Graduate Major

Combines requirements from an existing bachelor major and existing graduate major.