

Graduate Program Modification Proposal Guidelines

The information required on the CIM Programs Modification form is used to revise program and degree requirements that are published in the UCI General Catalogue, pending approval by the Academic Senate's Graduate Council (GC).

Please note that only those modifications which have been fully approved by GC by the listed [Catalogue deadline](#) may go into effect the upcoming fall quarter and be published in the upcoming Catalogue. No modifications can be implemented or published otherwise. Please be sure to refer to GC's [submission deadlines for agenda items](#) to plan your form submission.

The guidelines and standards outlined in the following sections should be followed when completing the program modification form.

Before your unit considers proposing modifications, please keep in mind the following restrictions:

- For new graduate programs, no major or substantive changes may be implemented until [at least one academic year](#) has elapsed following students' first matriculation in the program.
- For continuing graduate programs, no major or substantive changes may be implemented for [two academic years](#) following the implementation of the most recent changes approved by GC.

Dept(s) / School(s)

The Department(s) and School(s) involved in the program or degree. If the program is interdisciplinary, all applicable Departments and Schools must be listed.

Program Level

All graduate program modification submissions are reviewed by GC. In addition, program modifications to Self-Supporting Graduate Professional Degree Programs (SSGPDPs) and programs with Professional Degree Supplemental Tuition (PDST) are also reviewed by the Council on Planning and Budget. 4+1 programs should list a graduate program level but may require approval from both GC and the Council on Educational Policy .

Program Type

The program types include both graduate and undergraduate programs and are as follows:

Credential Program
Degree (for graduate degrees)
Honors

Graduate Emphasis
School Requirements
Major (for undergraduate degrees)
Minor
Specialization
Concentration
Emphasis (for undergraduate emphases)

Program requirements for emphases, specializations, concentrations, and honors can be listed separate from degree requirements or can be listed in combination with degree requirements. However, if listed in combination with degree requirements, please be sure to use the main program (degree, major, or minor) as the program type on the modification proposal. See below for more details on graduate concentrations, emphases, and specializations.

A **graduate concentration** is a subcurriculum such as a new method of inquiry or an important field of application which may be interdisciplinary and is applicable to one or more existing graduate programs. Graduate concentrations consist of a coordinated set of courses (usually four or more) in conjunction with examinations, thesis and/or dissertation, and is joined with the curriculum of one or more established graduate programs in a manner such that the requirements of the graduate program and of the concentration are met concurrently.

All graduate concentrations must be approved by GC. [More information here.](#)

A **graduate emphasis** is a program of study, often interdisciplinary, that focuses on a specific area of a discipline and may or may not reside in the student's academic unit. An emphasis may exist within a concentration or within a regular degree program or be free-standing. It has a defined course of study and differs from a concentration in that it requires fewer courses (usually three) and the studies provide somewhat less depth and expertise in a subject. The subject matter of the emphasis is integrated into the thesis/dissertation.

All graduate emphases must be approved by GC. [More information here.](#)

A **graduate specialization** is a program that is used more flexibly than a concentration or emphasis. It may be used to denote a program of study that enables students to focus on courses in a particular area of study without formal requirements. Specializations do not carry any specific admission criteria. The term may also be used interchangeably with Track and Focus.

Specializations, tracks, and foci do not carry any specific admission, supervision, or conferral of degree criteria, and therefore do not require GC approval. However, they do require approval by the Chair/Dean of the School, and the faculty of the department and modifications to graduate specializations must therefore be submitted to workflow to confirm internal approval and notification to the University Editor and the GC Analyst. [More information here.](#)

Degree Title

The degree granted cannot be changed via the program modification form. Contact the GC analyst for more information.

Self-Supporting Graduate Professional Degree Program (SSGPDP)

Self-supporting graduate professional degree programs are graduate programs that primarily serve students and professionals seeking to advance their careers. Programs receive approval for this designation upon their establishment.

Professional Degree Supplemental Tuition

Professional Degree Supplemental Tuition (PDST) is mandatory supplemental tuition required of all graduate professional students in specific state-supported graduate professional programs regardless of the number of units taken. Programs receive approval for PDST upon their establishment.

Effective Catalogue

Changes to program and degree requirements must be fully approved by the posted Catalogue deadlines in order to be effective for publication in the upcoming Catalogue. Modification proposals not approved by the [posted deadline](#) will be published in a later Catalogue year. Modifications must be fully approved and published in the General Catalogue in order to be available to students.

Effective term

Generally, the effective term will be the upcoming fall quarter, in alignment with the publication of the General Catalogue. In rare instances, the proposed effective term will be the spring or winter quarters (e.g., modifications that don't require publication in the General Catalogue).

Justification for Request

In addition to the justification for the program modification request, provide the impact (if any) on other academic units.

Contacts

Contact information for the individual who prepared and submitted the program modification request.

Faculty Contact

Contact information for faculty responsible for the program.

Date of last approved program modification, if known

Date or term of the last program modification approved by GC.

Plan of Study

Catalogue publication

Once fully approved, all information listed in this field will be published in the General Catalogue. Information not intended for publication should not be included.

Inactive courses

If there are inactive or deleted courses included in program requirements, they will be outlined in red with “Course Not Found” as the course title. Inactive and deleted courses cannot be published in the General Catalogue and must be removed. If not removed in the program modification submission, they will be removed prior to the publication of the next General Catalogue.

If course proposals are being submitted simultaneously with a program proposal, proposed course changes will not populate in the program requirements until fully approved. Contact the Assistant Registrar with any questions about the final display of the program requirements following full Senate approval.

Faculty Vote

Completing this section accurately is of particular importance so that GC can determine if there was quorum for the faculty vote. Each School’s bylaws should indicate its rules on quorum. To view each School’s bylaws, visit the [Senate Manual, Part III, Appendix I: Bylaws of the Faculties](#). If the School has specific bylaws concerning faculty votes, attach that document in the corresponding field. If no specifics are listed, GC considers the majority, i.e., more than 50 percent, of the school’s eligible faculty, as quorum and the majority vote, i.e., more than 50 percent of the votes, for faculty approval. .

Cover Letter

A cover letter addressed to GC from the Department Chair or Program Director (as appropriate) should briefly describe the proposed modifications.

Letters of Support

If other departments and/or programs are impacted by the proposed change(s), include a statement of agreement from the department or program and/or additional letters of support from the Dean or Associate Dean of Graduate Studies in the submission.

Impacts of Proposed Changes

If additional information is needed to support what is listed in these fields, attach the documents in the Supporting Documents field.

Program Summary

If program requirements are being modified, make any applicable changes in the Program Summary section as well.

Supporting Documents

If the program modifications include CIM revisions that have not yet been submitted, attach the PDF(s) of the saved proposals for Graduate Council's reference.