

Format to follow for graduate degree proposals

Attached are the CCGA guidelines for the format of graduate degree proposals. We ask that you follow these guidelines very carefully and list the sections, and subsections, of your proposal as CCGA has laid out. Section 10 as well as some of the appendices, listed below, are specific to UCI and required for this campus.*

**To view online see pages 14-18 in the CCGA handbook:*

<http://senate.uci.edu/committees/councils/graduate-council-gc/>

Note: Page 19 of the CCGA guidelines provides a template for an external review letter. Please - only include 2 review letters (3 max) in the proposal. Providing more makes it difficult for CCGA to find external UC reviewers without prior review.

Section 10. Diversity (UCI requirement)

What efforts will be made to ensure the programs develop and implement initiatives, to enhance diversity and to create an inclusive and equitable climate for graduate study? This may include yield activities, criteria for admission, supportive mentoring, and retention efforts.

Required appendices (Please insert these appendices in the order that they are requested)

1. *Letter of support from the Dean
2. *Additional Letters of support
 - a. Examples include: Associate Dean, Faculty Director, Department Chair, participating faculty, industry supporters, community partners, etc.
 - b. It is highly encouraged to include letters of support from potential employers.
3. *Letter of support from the library
4. School/Departmental faculty vote
 - a. Include total number of eligible faculty, number voting, and date of vote
5. CVs of core Faculty participating in the program
6. CIM print outs and Syllabi for all required and newly proposed courses
7. Catalogue/Web Announcement
8. Program Summary
9. Bylaws (School, Department or Program)

Only required for Self-Supporting Graduate Professional Degree Programs**

10. Budget – use UCI excel template
11. Cost Analysis – use UCI excel template
12. Campus loan, if applicable
13. Market Research Report

**Note: Letters of support must be formal; email printouts are not accepted.*

*** See UC Self-Supporting Graduate Professional Degree Programs Policy (updated 7/12/2016) here: <http://sites.uci.edu/academicsenate/files/2014/06/SSDPDP-Policy.pdf>*