

## IMPLEMENTATION PLAN FOR UGC “PROCEDURES AND CRITERIA FOR DETERMINING THE STRENGTH AND VIABILITY OF A CODED GRADUATE MAJOR”

UGC approved procedures and criteria for a review of coded graduate majors on December 6, 1999. The following is suggested as the implementation plan for adopting and using these procedures and criteria:

1. The Graduate School will request the list of coded graduate majors which have produced less than one degree/year in the last 5 years from the Office of Planning and Budgets each fall. This list will include both enrollments and degrees granted for each coded major.
2. The Graduate School will cross-check the list with the UGC reports to Academic Council to determine which coded majors are “new”, i.e. within the past 6 years for Master’s degrees and 8 years for doctoral degrees. “New” programs will not be subject to review for 6 years (masters) and 8 years (Ph.D).
3. The list of coded majors with enrollment and degree data, the form(s), the UGC document, and a letter from UGC Chair will be sent to the Dean of the college and to the appropriate unit requesting action/response by a due date.
4. The UGC Chair letter will stipulate that the unit administrator should confer with faculty and relevant local governance committees, and with the Dean of the college on the viability of the coded major using the list of UGC criteria, and then make one of the following choices:
  - The unit may decide to discontinue the coded major. In this case, the department chair will send UGC a Request for Permanent Changes in an Academic Program form through the appropriate College channels. UGC will make a recommendation to the Provost for discontinuation.
  - The unit may decide to respond to the criteria listed by UGC in order to make a case to justify keeping the coded major. In this case, all materials are forwarded to UGC, through the appropriate College channel. UGC will consider the materials in making a recommendation to the Provost. (the range of recommendations is listed in the UGC document under “Outcomes”).
  - If the unit does not respond to the UGC request by the due date, the Dean of the Graduate School will contact the Dean of the appropriate college for advice/intervention within a short response time. If no response is forthcoming from the Dean of the College by the due date, the UGC will assume that the faculty responsible for the coded major do not choose to make a case for justifying the coded major and the UGC will make a recommendation of discontinuation to the Provost, with a cc to University Curriculum Committee. The Dean of the Graduate School will complete the Request for Permanent Changes in an Academic Program form(s).