

Undergraduate 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 Council on Educational Policy (CEP).

Please note that only those modifications which have been fully approved by CEP by the listed [Catalogue deadline](#) may go into effect in the upcoming fall quarter and be published in the upcoming Catalogue. No modifications can be implemented or published otherwise. Undergraduate program modification submissions are typically reviewed by a CEP subcommittee (SCOC) before being considered for final approval by CEP. Please be sure to refer to the submission deadlines of [SCOC](#) 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.

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 undergraduate program modifications must receive approval from CEP. 4+1 programs should be listed as a graduate program level but may require approval from CEP as well as the Graduate Council.

Program Type

The program types include both undergraduate and graduate 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.

Degree Title

The degree granted cannot be changed via the program modification form. Contact the appropriate Senate Council for more information.

Major Code

Major codes are assigned by UCOP and are only updated by the Registrar's Office.

Effective Catalogue

Changes to program and degree requirements must be fully approved by the posted [Catalogue deadline](#) 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. Also indicate if there was student participation. If there was no student participation, provide a detailed explanation.

Contacts

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

Faculty Contact

Contact information for faculty responsible for the program.

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.

Sample programs

Sample programs can be included alongside degree requirements. However, it should be noted that when listed alongside degree requirements, changes to sample programs are restricted and can only be made by the Assistant Registrar. To avoid restrictions to modifications of the sample program, list them separately from the program requirements in the General Catalogue.

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

Schools may have their own rules concerning faculty votes. 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, please follow the School’s bylaws and provide the resulting faculty vote here. If there are no specific bylaws, please indicate the number of eligible voting faculty and vote outcomes. Note that student voting and/or participation can be listed in the Justification for Request field.

Cover Letter

In addition to the Justification for Request, a separate letter to CEP from the Department Chair or Program Director describing the proposed modifications is required.

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 in the submission.