

ESTABLISHMENT OF A FIVE-YEAR COMBINED BACHELOR'S-MASTER'S DEGREE PROGRAM

I. Purpose and Scope

These procedures describe the steps required to establish a five-year combined bachelor's-master's degree program, a combination of existing programs that allows students to gain both degrees in five years. All five-year combined bachelor's-master's degree programs shall be established according to these procedures.

II. Authority and Coordination

- A. The Graduate and Undergraduate Councils have final approval authority for five-year combined bachelor's-master's degree programs upon approval by the initiating school or college faculty executive committee(s) (FEC(s)).
- B. The Graduate Division and the Academic Senate are the coordinating offices for campus review.

III. Procedures for Establishment of a Five-Year Combined Bachelor's-Master's Degree Program

A. Early Planning Stage

Before preparing a detailed proposal for the establishment of a five-year combined bachelor's-master's program, consultation with the faculty, academic dean(s), and provost(s) is strongly recommended.

B. Proposal Development

The initiators submit a draft to the Graduate Division (in paper or electronic form) for staff review at least one month prior to expected evaluation by Graduate Council. Comments from the dean and Graduate Division staff are intended to assist the initiators in the inclusion of administrative and programmatic elements critical to the evaluation of the proposal by the FEC and the Graduate and Undergraduate Councils.

C. Campus Review of Proposal

- 1. The initiators submit the proposal in paper or electronic form simultaneously to the relevant academic dean and the chair of the FEC of the school or college in which the originating department or program resides. The academic dean sends his/her comments to the FEC.
- 2. If the FEC approves and the academic dean supports the proposal, the FEC forwards the proposal and all comments to Graduate Council and Undergraduate Council. Copies of the submission are sent to the dean of the Graduate Division and the EVC, who may, if they choose, submit comments to the Graduate and Undergraduate Councils. If there are resource requirements, research, library or instructional issues, the Councils on Planning and Budget, and Research and Instructional Resources will be asked to comment on the proposal.
- 3. The Graduate and Undergraduate Councils will consider all comments in their deliberations. If the Graduate and Undergraduate Councils approve the proposal, they send a joint memo of approval to the initiators including a date for implementation of the program, with a copy to the academic dean and chair of the FEC, and EVC. The memo is copied to the Academic Senate office for inclusion in the next agenda of the Faculty Legislature as an information item.

Endorsed: Executive Vice Chancellor, 3/12/04
Approved: Executive Council, 2/24/04
Faculty Legislature, 3/4/04

APPENDIX

Format for the Five-Year Combined Bachelor's-Master's Degree Program Proposal

Proposal for a five-year (degree designations) in (discipline name), proposed by the Department/Faculty Committee of (department/program name).

Please include the following topics:

Section 1. Introduction

1. Rationale for making the proposal.
2. Aims and objective of the proposed program, and any distinctive features.
3. Relationship to the department's or program's regularly offered bachelor's and master's programs.
4. The types of students to be served.
5. Proposed date of implementation.
6. The vote of the initiating department faculty.

Section 2. Program

1. A description of the proposed program of study for both degrees.
2. Specific emphases/specializations toward either degree in the Five-Year Program (may be more limited in number than existing degrees).
2. Plan(s): Master's Plan I (thesis and/or Master's Plan II (non-thesis options: comprehensive examination and/or project as applicable).
3. Description of proposed changes that will allow the bachelor's and master's degrees to be accomplished in five years.
4. Specific time-lines (when undergraduates may apply for this program; when each of the milestones needs to be accomplished).
5. Minimum requirements to be admitted to the program.
6. Sample programs (for each emphasis/specialization offered).
7. Provisions in case a student is not able to complete the program in five years.
8. Projected enrollment. Indicate whether this will be in addition to enrollment in the regularly offered degree programs.

Section 3. Projected Need

1. Student demand for the program.
2. Opportunities for placement of graduates/eligibility for admission to Ph.D. programs upon completion.
3. Ways in which the program will meet the needs of society and the discipline.

Section 4. Resource Requirements

1. The extent of the additional workload for faculty in the department/program or what additional faculty will be needed to implement the program.
2. The advising structure of students in this program and what additional faculty or staff are required.
3. If additional courses or sections are required to implement the program, what they are and who the instructors-in-charge are.

4. The estimated resource requirements, if any, and include a budget for the first five years of the program's operation. Include all that apply from the following:
 - Faculty FTE
 - Library acquisitions
 - Computing costs
 - Equipment
 - Space and other capital facilities
 - Other operating costs
 - Graduate student support
 - Staffing requirements and costs
5. Indicate the intended method of funding these additional costs.