Hello Deans, Chairs, and Directors -

We are pleased to introduce two new guides, the Graduate Program Approval Guide and the Guide to Graduate Course Approval. The Graduate Council, Graduate Division, and Registrar’s Office created these guides to facilitate curricular innovation and help you navigate the campus approval processes. The Graduate Program Approval Guide includes sections on:

- Requesting updates to current program requirements;
- Preparing proposals for new graduate programs;
- Navigating the approval process;
- Understanding the relevant regulations and policies.

The Guide to Graduate Course Approval provides new and updated information about:

- Policies for graduate courses;
- The approval workflow;
- The Course Inventory Management System (CIMS) form and approval process.

We encourage you and your colleagues to become familiar with these guides. Please contact the Academic Senate, Graduate Division or Registrar if you have any questions. We would be happy to meet with you to discuss your ideas, to provide advice as you develop your proposals, and to offer guidance as proposals move through the approval process. Our shared goal is to support your success in providing outstanding, innovative educational experiences for UCLA graduate students.

With best regards,

Maite Zubiaurre  
Chair, Graduate Council  
Professor of Spanish & Portuguese and Germanic Languages

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