

Graduate Council Guidance on Adding an En Route Master's Degree to an Existing Doctoral Degree in a Program with an Approved (Terminal) Master's Degree

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Background

UC Santa Cruz's Graduate Council (GC) prepared this document in response to multiple requests in the last year by graduate programs that offered a Ph.D. or Doctorate (herein referred to as "Ph.D." to simplify discussion) and a terminal Master's degree with the same name and wanted to add an en route Master's (MA or MS) degree to the Ph.D. In this case, the en route Master's degree is a non-terminal degree, awarded upon completion of a course plan that meets all minimum requirements, as defined in [Appendix D of the UC Santa Cruz Division Manual](#).

Many Ph.D. programs at UCSC already offer an en route Master's degree, which satisfies the same minimum requirements as any other UC Master's degree program, including:

- Completing required coursework, often the same as that associated with the coordinating Ph.D. program.
- Satisfying a Plan II capstone requirement by passing a qualifying exam, advancing to candidacy, and/or submitting and having approved some kind of project report or other product.

Assuming that a Ph.D. program already offers a Master's degree with the same program name, proposing to add an en route Master's degree would comprise a "non-degree proposal" as defined by UCSC's [Academic Programs and Units \(APU\) policy guide](#), because the degree already exists,—the proposal would be to add a new pathway to the degree. The APU guide notes that approval under these conditions lies with GC. The Divisional Dean will be asked to comment on resource needs (which should be minimal), and the VPAA may provide comments to GC on the proposal. **Requirements and other information are listed on the following page.**

If a Ph.D. program wished to offer an en route Master's degree but did not already have an approved (terminal) Master's degree, the program would have to prepare a full degree proposal. This is described in the [APU policy guide](#), Appendix B, which includes a detailed proposal template. In this case, the proposal would undergo UCSC campus review followed by evaluation (potentially including external review) by the UC-wide Coordinating Committee on Graduate Affairs (CCGA), as per instructions in the [CCGA Handbook](#). New degree proposals should be submitted to the VPAA's office to begin the review process.

Instructions

A Ph.D. or Doctoral program that also offers a terminal Master's degree with the same name may request to add an en route (non-terminal) Master's degree by preparing and submitting these materials to Graduate Council (GC). Please assemble these elements in a single PDF file and submit it to gc@ucsc.edu with the VPAA's office cc'd. Please reach out to gc@ucsc.edu with questions.

The complete proposal package, submitted to GC and the VPAA, should contain these elements:

- (1) The Department Chair or Program Director (as appropriate) should write a cover letter addressed to Graduate Council, briefly describing the proposed modifications to the Ph.D. program and explaining the need/benefits of adding an en route Master's degree.

(2) The Dean of the Division/School should endorse the request and comment on associated resource needs, if any, based on start-up and steady state operation of the en route master's program. If resource needs are identified, GC will ask that the proposal be reviewed by the UCSC Committee on Planning and Budget.

(3) The Department or Program must document proposed changes to the appropriate Program Statement and catalog pages that will require modification in order to offer the en route Master's degree. These should show (a) the current program statement pages, as approved during the last cycle of review by GC, with redline/mark-up that shows modifications, and (b) a clean copy of the proposed revised Program Statement pages. The revised Program Statement and catalog pages should clearly state the requirements and anticipated timing for the en-route master's degree, and note that this is to be a *non-terminal* degree.

Notes on preparing draft (edited) program statements:

- Preparing modified Program Statement pages as part of this application process will simplify GC review and speed the process of launching the new degree route, assuming it is approved.
- Please do not submit changes to Program Statement pages in CAT until the en route Master's degree proposal is approved.
- Please note that the proposed changes to add an en route Master's degree should not result in changes to the doctoral degree program, or else the latter would require separate approval from GC (most likely as part of the annual Program Statement review process).

(4) A narrative proposal should discuss the issues highlighted by items (1) to (3), and should also contain the following information:

- A. Explain how the proposed en route Master's degree meets all requirements for Master's degrees listed in [Appendix D of the Santa Cruz Division Manual](#), including the number and kinds of units required and whether this is to be a thesis (Plan I) or capstone (Plan II) degree. In either case, this en route Master's degree is a non-terminal degree.
- B. Describe the expected impact on time to degree for doctoral students, if any.
- C. Describe the expected impact on the quality of the doctoral program, if any.
- D. Describe expected changes to outcomes for doctoral students, including anticipated employment prospects.
- E. Describe expected impact on recruitment of doctoral students.
- F. Explain if and how current doctoral students may be permitted to take advantage of the new en route Master's option. Please explain the process for these students, and for new graduate students, if the processes are different.
- G. Provide information on a faculty vote for the en route Master's degree, including:
 - Total number of eligible faculty:
 - Total number of voting faculty:
 - Final vote:
 - Support:
 - Oppose:
 - Abstain:
 - Date of vote: