

Process for Establishing Concentrations, Emphases, and Specializations within Established Degree Programs

I. Definitions and Criteria

- A. **Concentration** - A subcurriculum such as a new method of inquiry or an important field of application which may be interdisciplinary and is applicable to one or more existing graduate programs. It is represented by the inclusion of graduate faculty, and consists of a coordinated set of courses (usually 4 or more) in conjunction with examinations, thesis and/or dissertation, and is joined with the curriculum of one or more established graduate programs in a manner such that the requirements of the graduate program and of the concentration are met concurrently. Concentrations have significant research and teaching components and must be approved by the Graduate Council. Students ordinarily are admitted directly into a concentration. Concentrations are listed on a student's transcript, and require a unique major code but are not listed on the diploma.
- B. **Emphasis** - A program of study, often interdisciplinary, that focuses on a specific area of a discipline and may or may not reside in the student's academic unit. An emphasis may exist within a concentration or within a regular degree program or be free standing, such as the Graduate Feminist Emphasis. It has a defined course of study, and differs from a concentration in that it requires fewer courses (usually 3), and the studies provide somewhat less depth and expertise in a subject. The subject matter of the emphasis is integrated into the thesis/dissertation. Students do not apply to an emphasis at the initial time of graduate application. Instead, they may apply to an emphasis or indicate interest following their admission to a graduate degree program. Emphases must be approved by the Graduate Council. They are not listed on the student's transcript or diploma, nor are they required as part of any graduate degree.
- C. **Specialization (aka Track and Focus)** - A term for a program that carries less academic weight and is used more flexibly than a *concentration* or *emphasis*. It may be used to denote a program of study that enables students to focus on courses in a particular area of study without formal requirements. The term may also be used interchangeably with **Track and Focus**. Specializations, tracks, and foci do not carry any specific admission, supervision, or conferral of degree criteria, and therefore do not require approval of the Graduate Council, but they do require approval by the Chair/Dean of the School, and the faculty of the department. Catalogue and Website copy must be sent to the Graduate Council Analyst and the Director of Academic Initiatives in the Graduate Division for review and approval, as well as to the University Editor.

II. Process for Establishing a Concentration or Emphasis

- A. Complete and submit the "Request for Approval to Modify Graduate Degree Requirements" form. Please note that the form requires a cover letter describing the concentration or emphasis, rationale, and need.
- B. Include the following required appendices:
- Copy of Bylaws used for Faculty Vote (e.g. either School, Department, or Program)
 - Revised and Dated Program Summary
 - Revised Catalogue Copy

- Revised Website Copy
 - Print out of CIM proposed revisions, if applicable (*See instructions below)
Go to the Registrar's online Course Inventory Management (CIM) System (https://login.uci.edu/ucinetid/webauth?return_url=https://shib.nacs.uci.edu/idp/Authn/RemoteUser) to revise, create and delete courses. Submit the revisions online and submit the print out of those proposed modifications sent through the CIM system.
 - Optional Additional Letter(s) of Support
- C. Submit the completed form in one single .pdf with all materials, signatures, and dates to Graduate Council Analyst Thao Nguyen at thao.nguyen@uci.edu for Graduate Council review and approval.

III. Process for Establishing a Specialization

Submit Catalogue and Website Copy to Graduate Council Analyst Thao Nguyen at thao.nguyen@uci.edu and Celina Mojica, Director of Academic Initiatives, Graduate Division, at cmojica@uci.edu for review and approval.