UNIVERSITY OF SAN DIEGO ACADEMIC INITIATIVES PROCEDURES
Andrew T. Allen, Provost
as of January 31, 2014

Academic initiatives that are consonant with the University of San Diego’s mission are encouraged. In order to maintain academic standards and avoid administrative surprises and difficulties, all new academic programs (e.g., new majors or degrees) should complete steps 1-4 below. Departments or offices that are not listed in step 2, but may be impacted by the program, should also be contacted.

1. Develop a program proposal following the outline provided (Exhibit A).
2. Send the proposal (PDF) for review and feedback from:
   a. Admissions (student recruiting)
   b. Budget and Treasury (program revenue and expenditures budget put in Oracle)
   c. Controller (Oracle tracking of actual program expenses)
   d. Curriculum Committee (as appropriate)
   e. Office of Financial Aid (student financial aid)
   f. Information Technology Services (computers, software and support)
   g. Library (holdings and support)
   h. Office of International Students and Scholars (certification required for international students)
   i. Office of the Registrar (conformity with academic regulations; course numbering established)
   j. Space Committee (office and other space needs)
   k. Student Financial Services (Banner student billing and recording of actual program tuition revenues)
   l. Career Services (employer matching)
   m. Institutional Research and Planning (data standards)
3. Obtain dated signature approvals (EXHIBIT B) from the following areas:
   a. Chair/Program Director
   b. Dean
   c. Vice President and Provost
   d. Cabinet
   e. Board of Trustees
4. After all written approvals are obtained, the Dean’s Office is responsible for circulating electronic PDF copies of all proposal documents to:

Vice President and Provost  andrewt@sandiego.edu

The Dean’s Office is also responsible for notifying the following offices identified in step 2 that the program has been approved or that it has not been approved:

<table>
<thead>
<tr>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions (Undergraduate/Graduate)</td>
<td><a href="mailto:mhoang@sandiego.edu">mhoang@sandiego.edu</a></td>
</tr>
<tr>
<td>Budget &amp; Treasury</td>
<td><a href="mailto:mkremicki@sandiego.edu">mkremicki@sandiego.edu</a></td>
</tr>
<tr>
<td>Controller</td>
<td><a href="mailto:kroig@sandiego.edu">kroig@sandiego.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td><a href="mailto:jlogue@sandiego.edu">jlogue@sandiego.edu</a></td>
</tr>
<tr>
<td>Law Financial Aid</td>
<td><a href="mailto:kscheer@sandiego.edu">kscheer@sandiego.edu</a></td>
</tr>
<tr>
<td>Information Technology Services</td>
<td><a href="mailto:chris@sandiego.edu">chris@sandiego.edu</a></td>
</tr>
<tr>
<td>Library</td>
<td><a href="mailto:jsabanos@sandiego.edu">jsabanos@sandiego.edu</a></td>
</tr>
<tr>
<td>International Students and Scholars</td>
<td><a href="mailto:linc@sandiego.edu">linc@sandiego.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td><a href="mailto:bugbee@sandiego.edu">bugbee@sandiego.edu</a></td>
</tr>
<tr>
<td>Space Committee</td>
<td><a href="mailto:mwhelan@sandiego.edu">mwhelan@sandiego.edu</a></td>
</tr>
<tr>
<td>Student Financial Services</td>
<td><a href="mailto:rstillbaumer@sandiego.edu">rstillbaumer@sandiego.edu</a></td>
</tr>
<tr>
<td>Institutional Research and Planning</td>
<td><a href="mailto:pkrist@sandiego.edu">pkrist@sandiego.edu</a></td>
</tr>
</tbody>
</table>
EXHIBIT A

Program Proposal Outline

The Program Proposal outline shown below is based on the guidelines for the self-study component of USD’s academic program review process. Please refer to the APR self-study guidelines (http://www.sandiego.edu/cas/academics/assessment/academic_program_review.php) for an elaboration of each of the elements described below.

1. Cover page: New Academic Program Approval Form (EXHIBIT B)
2. Introduction, Context and Rationale
3. Evidence of Excellence and Program Accountability
   a. Curriculum and Learning Environment (include 3 syllabi and one syllabi for capstone)
   b. Student Learning Outcomes and Assessment Plan (include curricular assessment map)
   c. Student characteristics and admissions process
   d. Faculty characteristics (include vitae)
4. Program Sustainability and Support
   a. Demand for the program
      i. Analysis of competition
      ii. Interdisciplinary impact
      iii. Student enrollment projections
      iv. Marketing/advertising/promotion plans
      v. 5-year budget: revenues
   b. Program expenses
      i. Special start-up costs
      ii. Faculty
      iii. Personnel support (e.g., chair, executive assistants, lab technician)
      iv. Student support (e.g., advising, career services)
      v. Information and technology services support
      vi. Library support
      vii. Space requirements including furniture and equipment
      viii. Supplies requirements
      ix. 5-year budget: expenses
5. 5-year plan for the program, including 5-year budget (EXHIBIT C: Microsoft Excel spreadsheet)
6. Teach-out plan describing how enrolled students will be handled if the program is closed down
EXHIBIT B
New Academic Program Approval Form

Proposed Program Title:

School/Department:

Contact Person: Extension:

Proposed Start Date:

Program Type (please circle): Undergraduate Graduate

Off-campus Program? YES NO

Distance Learning Component? YES NO

REVIEWED BY (please check):

Admissions __
Budget and Treasury __
Controller __
Curriculum Committee __
Financial Aid Services __
Copley Library __
Law Library __

Office of International Students and Scholars __
Registrar __
Space Committee __
Student Financial Services __
Career Services __
Information Technology __

APPROVED BY (signatures/date):

Department Chair: ___________________________ Date: ________________

Dean: ___________________________ Date: ________________

Vice President and Provost: ___________________________ Date: ________________

Cabinet: ___________________________ Date: ________________

Board of Trustees: ___________________________ Date: ________________