

UNIVERSITY OF SAN DIEGO
NEW ACADEMIC INITIATIVES PROCEDURES

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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 Committees (as appropriate)
 - e. Financial Aid Services (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. Registrar's office (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)
3. Obtain dated signature approvals (EXHIBIT B) from the following:
 - a. Chair/Program Director
 - b. Dean
 - c. Executive 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 copies of all proposal documents (PDF) 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:

Admissions	mhoang@sandiego.edu (Undergrad/Grad)
Budget & Treasury	kalfayan@sandiego.edu
Controller	kroig@sandiego.edu
Financial Aid	jlogue@sandiego.edu (Undergrad/Grad)
	jorgegarcia@sandiego.edu (Law)
Information Technology Services	chris@sandiego.edu
Library	Copley@sandiego.edu
International Students and Scholars	internationaloffice@sandiego.edu
Registrar	registrar@sandiego.edu
Space Committee	mwhelan@sandiego.edu
Student Financial Services	rstallbaumer@sandiego.edu

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 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 APPROVALFORM

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_____	Office of International Students and Scholars_____
Budget and Treasury_____	Registrar_____
Controller_____	Space Committee_____
Curriculum Committee_____	Student Financial Services_____
Financial Aid Services_____	Career Services_____
Copley Library_____	Information Technology_____
Law Library_____	

APPROVED BY:

Department Chair:_____ Date:_____

Dean:_____ Date:_____

Executive Vice President and Provost:_____ Date:_____

Cabinet:_____ Date:_____

Board of Trustees:_____ Date:_____