



ACADEMIC INITIATIVES PROCEDURES

Dr. Gail F. Baker, Vice President and Provost
as of January 27, 2020

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. Submit [WSCUC SubChange Screening Form](#)
 - d. Vice President and Provost
 - 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

provost@sandiego.edu

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

Admissions (Undergraduate)

mhoang@sandiego.edu

Admissions (Graduate)

egarwood@sandiego.edu

Budget & Treasury

mariedavis@sandiego.edu

Controller

rgoulding@sandiego.edu

Financial Aid

knehring@sandiego.edu

Law Financial Aid

kscheer@sandiego.edu

Information Technology Services

charel@sandiego.edu

Library

jasmind@sandiego.edu

International Students and Scholars

linc@sandiego.edu

Registrar

elizabethsilva@sandiego.edu

Space Committee

mwhelan@sandiego.edu

Student Financial Services

rstallbaumer@sandiego.edu

Institutional Research and Planning

pkrist@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 (<http://www.sandiego.edu/cas/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 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:
(Signature/Date)**

Department Chair: _____

Date: _____

Dean: _____

Date: _____

Vice President and Provost: _____

Date: _____

Board of Trustees: _____

Date: _____