



OFFICE OF THE  
VICE PRESIDENT AND PROVOST  
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## ACADEMIC PROGRAM MODIFICATION AND NEW INITIATIVE PROCEDURES

Submission of academic program modifications and new initiatives that are consonant with the University of San Diego's mission and strategic plan are encouraged. To maintain academic and accreditation standards, all modifications of existing programs and/or creation of new undergraduate and graduate academic programs (e.g., degrees, non-degrees, majors, minors<sup>1</sup>, or stand alone certificates that carry academic credit) must complete the steps below.

### A. Modifications Requesting Closure of Academic Program.

- a. Follow the program closure procedures outlined under [USD Academic Policy 6.7](#) – Teach Out Policy.
- b. The requester completes the “Retire Program” form in Coursedog and upload the Teach Out Plan.

### B. Modifications to an Existing Program

- a. The requester obtains approval from the following entities:
  - i. Curriculum committee(s) of the academic unit(s)
  - ii. Entire faculty of the unit(s), if applicable
  - iii. Bachelor of Professional Studies (BPS) Oversight Committee, if applicable
- b. The requester completes the “Update Program” form in Coursedog. The WSCUC Substantive Change Screening process is embedded into the form. Program modification types requiring WSCUC Substantive Change include the following:
  - i. **Modality Change** (e.g., change from on-site to distance education modality).
  - ii. **Curriculum Change Greater Than 25%** - e.g., changing courses that constitute 25% or more of the program.
  - iii. **CIP Code Change** - The classification for instructional program (CIP) code is a classification system used to identify academic fields of study.
    1. Review the [CIP Code Change Process](#) and address the requirements of the process in the “Justification for Proposed Changes” section of the “Update Program” Coursedog form.
  - iv. **Program Length Change** - Program length is the time it takes to complete the program in years. Note: Combined degree and dual degree agreements between USD programs constitute a program length change.
  - v. **New Location or Location Change** - Location refers to where the

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<sup>1</sup> Undergraduate certificates are treated as minors and not stand alone certificates that carry academic credit.

- program/courses are offered (e.g., main campus, Madrid Center).
- vi. **New Academic Partner** - An academic partner is an accredited or unaccredited entity that provides service to USD (e.g., program delivery, evaluating student work).
  - vii. **Dual or Joint Degree** - A dual degree program is offered collaboratively by two or more institutions and leads to the award of a separate degree from each of the participating institutions. A joint degree program is one that is offered in partnership between two or more accredited institutions and leads to the award of one degree with both institutions' names on the diploma.
  - viii. **Competency-based Program** - Competency-Based Education (CBE) programs do not measure student learning in terms of credit hours or clock hours. Instead, they use the assessment of a student's attainment of competencies as the primary means of determining whether the student earns a degree.
- c. If the program modification requires WSCUC Substantive Change Review, the following steps are required:
- i. The requester emails the Office of the Vice President and Provost (provost@sandiego.edu) and informs about the program modification proposal. The Vice Provost for Research and Administration and the Assistant Vice President for Academic Administration and Operations review the proposal in context of academic policies and financial implications.
  - ii. Once all concerns, if any, are addressed, the Assistant to the Vice President and Provost arranges for the proposal to be reviewed and approved by the Dean's Council.
  - iii. The requester uploads the signed Program Modification Review and Approval Form (Appendix B) to the "Attach Supporting Documents" field at the bottom of the General Section in the "Update Program" Coursedog form. If the requester is unable to upload the signed form at this stage, the Vice Provost completes the document upload on behalf of the responsible academic unit.
  - iv. IRE submits the Substantive Change screening request to WSCUC. The WSCUC ALO may need to work with the program faculty to submit additional information to WSCUC. Once approved, IRE will implement the change.
  - v. WSCUC approval or denial is communicated to the requestor via email. Note that students cannot be enrolled in the academic program until both USD and WSCUC approvals are granted. Program marketing and recruitment can occur after USD approval but must state clearly the academic program is "pending WSCUC approval".
  - vi. The requestor is responsible for notifying additional stakeholder departments.

### **C. New Academic Program Initiatives**

- a. The requester schedules a pre-proposal consultation meeting with the WSCUC ALO for support with compliance-related questions and concerns before preparing the full proposal.
- b. The requester develops a New Program Proposal following the outline provided in

Appendix C.

- c. The requester obtains approval from the following entities:
  - i. Curriculum committee(s) of the academic unit(s)
  - ii. Entire faculty of the unit(s)
  - iii. Bachelor of Professional Studies (BPS) Oversight Committee, if applicable
- d. The requester completes the “New Program (Major/Minor/Concentration)” form in Coursedog. The WSCUC Substantive Change Screening process is embedded into this form. The requester uploads the New Program Proposal in the “Attach Supporting Documents” field in the General Section of the “New Program (Major/Minor/Concentration)” form in Coursedog.
- e. The requester emails the Office of the Vice President and Provost (provost@sandiego.edu) and informs about the new program proposal. The Vice Provost for Research and Administration and the Assistant Vice President for Academic Administration and Operations review the proposal in context of academic policies and financial implications.
- f. Once all concerns, if any, are addressed, the Assistant to the Vice President and Provost arranges for the proposal to be reviewed and approved by the Dean’s Council.
- g. Once approved, the requester sends the proposal to stakeholders listed in Appendix A via email. After allowing one week for stakeholders to respond, proceed to the next step.
- h. The requester submits the proposal and the New Academic Program Approval Form (Appendix D) to the Assistant to the Vice President and Provost who will add it to the next Academic Affairs Committee of the Board of Trustees meeting agenda for review and approval.
  - i. Once approved by the full Board of Trustees, the requester uploads the final proposal and signed approval form to the “Attach Supporting Documents” field at the bottom of the General Section of the “New Program (Major/Minor/Concentration)” form in Coursedog. If the requester is unable to upload the signed form at this stage, the Vice Provost completes the document upload on behalf of the responsible academic unit.
- i. IRE submits the Substantive Change screening request to WSCUC. The WSCUC ALO may need to work with the program faculty on submitting additional information to WSCUC. Once approved, IRE will implement the change.
- j. WSCUC approval or denial is communicated to the requestor via email. Note that students cannot be enrolled in the academic program until both USD and WSCUC approvals are granted. Program marketing and recruitment can occur after USD approval but must state clearly the academic program is “pending WSCUC approval”.
- k. The requestor is responsible for notifying additional stakeholder departments.

## APPENDIX A – Listservs for Program Notifications

### For new programs and program modifications NOT involving the Law School.

1. Budget (program revenue and expenditures budgeting)
2. Treasury (financial systems and compliance)
3. Career Development Center (employer matching)
4. Controller (Workday tracking of actual program expenses)
5. Graduate Admissions (student recruiting)
6. Information Technology Services (computers, software, support and Banner coding)
7. Institutional Research and Effectiveness (accreditation, academic program review, assessment, CIP code assignment)
8. Learning Design Center (Learning Management System updates)
9. Library (holdings and support)
10. Office of Financial Aid (student financial aid)
11. Office of International Students and Scholars (certification required for international students)
12. Office of Military and Veteran Students (student support)
13. Office of the Registrar (conformity with academic regulations, course numbering)
14. School/College Curriculum Committee, Associate Dean and/or accreditation/assessment director
15. Space Committee (office and other space needs)
16. Student Financial Services (Banner student billing and recording of actual program tuition revenue)
17. Undergraduate Admissions (student recruiting)
18. Bachelor of Professional Studies (BPS) Oversight Committee (if applicable)

### For new programs and program modifications involving the Law School.

1. Budget (program revenue and expenditures budgeting)
2. Treasury (financial systems and compliance)
3. Career Development Center (employer matching)
4. Chair of Law School Curriculum Committee (curriculum oversight)
5. Controller (Workday tracking of actual program expenses)
6. Graduate Admissions (student recruiting)
7. Information Technology Services (computers, software, support and Banner coding)
8. Institutional Research and Effectiveness (accreditation, academic program review, assessment, CIP code assignment)
9. Law Financial Aid (student financial aid)
10. Law Library (holdings and support)
11. Law Registrar (conformity with academic regulations, course numbering)
12. Learning Design Center (Learning Management System updates)
13. Office of International Students and Scholars (certification required for international students)
14. Office of Military and Veteran Students (student support)
15. Space Committee (office and other space needs)
16. Student Financial Services (Banner student billing and recording of actual program tuition revenue)
17. Vice Dean (academic unit oversight)
18. Bachelor of Professional Studies (BPS) Oversight Committee (if applicable)

**APPENDIX B – PROGRAM MODIFICATION REVIEW AND APPROVAL FORM**

This form is only required for program modifications requiring WSCUC Substantive Change Review. The requestor places a check mark next to each individual/group who reviewed the proposal. Once all approval signatures are obtained, upload the signed Program Modification Review and Approval Form (Appendix B) to the “Attach Supporting Documents” field at the bottom of the General Section in the Update Program Coursedog form.

**Name of Program** \_\_\_\_\_  
**Name of Requestor** \_\_\_\_\_  
**Date Submitted** \_\_\_\_\_

**REVIEWED BY**

- |                                                            |                                                                  |
|------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Budget                            | <input type="checkbox"/> Institutional Research & Effectiveness  |
| <input type="checkbox"/> Treasury                          | <input type="checkbox"/> Learning Design Center                  |
| <input type="checkbox"/> Career Development Center         | <input type="checkbox"/> Military and Veterans Program           |
| <input type="checkbox"/> Controller                        | <input type="checkbox"/> Registrar/Law Registrar                 |
| <input type="checkbox"/> Copley/Law Library                | <input type="checkbox"/> School/College Curriculum Committee(s)  |
| <input type="checkbox"/> Dean’s Council                    | <input type="checkbox"/> Space Committee                         |
| <input type="checkbox"/> Faculty Body of Academic Unit (s) | <input type="checkbox"/> Student Financial Services              |
| <input type="checkbox"/> Financial Aid/Law Financial Aid   | <input type="checkbox"/> UG/GR Admissions                        |
| <input type="checkbox"/> Information Technology Services   | <input type="checkbox"/> BPS Oversight Committee (if applicable) |
| <input type="checkbox"/> International Students & Scholars |                                                                  |

**APPROVED BY**

Title	Name	Signature	Date
Department Chair			
Dean			
Vice President & Provost			

## APPENDIX C – New Academic Program Proposal Outline

The New Academic Program Proposal outline is based on the USD academic program review process and includes the necessary information required by WSCUC for academic program changes and/or new proposals. The requestor drafts a proposal using the following outline and uploads the document to Coursedog in the “Additional Notes” field in the General Section of the New Program (Major/Minor/Concentration) form. Once approved, the requestor submits the New Academic program Proposal and New Academic Program Proposal Approval Form (Appendix D) to the Assistant to the Vice President and Provost.

1. One Page Executive Summary
2. Introduction, Context, Rationale, and connection to the USD mission
3. Evidence of Excellence and Program Accountability
  - a. Curriculum and Learning Environment (include three representative course syllabi and one syllabus for the capstone course)
  - b. Student Learning Outcomes and Assessment Plan (include curricular assessment map)
  - c. Student characteristics and admissions process
  - d. Faculty characteristics (include vitae with personal information redacted, e.g., home address, phone number)
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
  - b. Program five-year budget - [5-year budget excel spreadsheet](#)
    - i. Revenue
    - ii. Expenses
      1. Faculty
      2. Personnel support (e.g., chair, executive assistant, lab technician)
      3. Equipment (e.g., computers, lab, library, instructional materials)
      4. Discretionary expenses (e.g., supplies, professional development, repairs and maintenance, travel/entertainment, advertising/promotion)
      5. Start-up costs (e.g., course design, building/renovation)
5. Teach-out plan describing how enrolled students will be handled if the program closes. Refer to USD Academic Policy 6.7 for guidance.

## APPENDIX D – NEW ACADEMIC PROGRAM APPROVAL FORM

The requestor places a check mark next to each individual/group who reviewed the proposal. Once all signatures are obtained, upload the final proposal and signed approval form to the “Attach Supporting Documents” field at the bottom of the General Section of the “New Program (Major/Minor/Concentration)” form in Coursedog.

**Name of Program** \_\_\_\_\_

**Name of Requestor** \_\_\_\_\_

**Date Submitted** \_\_\_\_\_

### REVIEWED BY

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Budget<br><input type="checkbox"/> Treasury<br><input type="checkbox"/> Career Development Center<br><input type="checkbox"/> Controller<br><input type="checkbox"/> Copley/Law Library<br><input type="checkbox"/> Dean’s Council<br><input type="checkbox"/> Faculty Body of Academic Unit(s)<br><input type="checkbox"/> Financial Aid/Law Financial Aid<br><input type="checkbox"/> Information Technology Services<br><input type="checkbox"/> International Students & Scholars | <input type="checkbox"/> Institutional Research & Effectiveness<br><input type="checkbox"/> Learning Design Center<br><input type="checkbox"/> Military and Veterans Program<br><input type="checkbox"/> Registrar/Law Registrar<br><input type="checkbox"/> School/College Curriculum Committee(s)<br><input type="checkbox"/> Space Committee<br><input type="checkbox"/> Student Financial Services<br><input type="checkbox"/> UG/GR Admissions<br><input type="checkbox"/> BPS Oversight Committee (if applicable) |
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### APPROVED BY

Title	Name	Signature	Date
Department Chair			
Dean			
Vice President & Provost			
Board of Trustees			