



## ACADEMIC INITIATIVES PROCEDURES

Dr. Gail F. Baker, Vice President and Provost  
as of April 1, 2021

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 undergraduate and graduate academic programs (e.g., new degrees, majors, minors, or certificates that bear academic credit) 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. Undergraduate or Graduate Admissions (student recruiting)
  - b. Budget and Treasury (program revenue and expenditures budget put in Oracle)
  - c. Controller (Oracle tracking of actual program expenses)
  - d. School/College 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 Development Center (employer matching)
  - m. Institutional Research and Planning (data standards)
  - n. Institutional Effectiveness and Strategic Initiatives (WSCUC substantive change and program assessment)
3. Obtain dated signature approvals (EXHIBIT B) from the following areas:
  - a. Chair/Program Director
  - b. Dean
  - c. Vice President and Provost
  - d. Board of Trustees
  - e. Submit [WSCUC SubChange Screening Form](#) (see this [website](#) for details)

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](mailto:provost@sandiego.edu)

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

Admissions (Undergraduate)	<a href="mailto:mhoang@sandiego.edu">mhoang@sandiego.edu</a>
Admissions (Graduate)	<a href="mailto:egarwood@sandiego.edu">egarwood@sandiego.edu</a>
Budget & Treasury	<a href="mailto:mariedavis@sandiego.edu">mariedavis@sandiego.edu</a>
Controller	<a href="mailto:rgoulding@sandiego.edu">rgoulding@sandiego.edu</a>
Financial Aid	<a href="mailto:knehring@sandiego.edu">knehring@sandiego.edu</a>
Law - Financial Aid	<a href="mailto:kscheer@sandiego.edu">kscheer@sandiego.edu</a>
Information Technology Services	<a href="mailto:eharel@sandiego.edu">eharel@sandiego.edu</a>
Library	<a href="mailto:jasmind@sandiego.edu">jasmind@sandiego.edu</a>
Library – Law	<a href="mailto:lrcrefer@sandiego.edu">lrcrefer@sandiego.edu</a>
International Students and Scholars	<a href="mailto:linc@sandiego.edu">linc@sandiego.edu</a>
Registrar	<a href="mailto:elizabethsilva@sandiego.edu">elizabethsilva@sandiego.edu</a>
Law – Registrar	<a href="mailto:kgrennan@sandiego.edu">kgrennan@sandiego.edu</a>
Space Committee	<a href="mailto:mwhelan@sandiego.edu">mwhelan@sandiego.edu</a>
Student Financial Services	<a href="mailto:rstallbaumer@sandiego.edu">rstallbaumer@sandiego.edu</a>
Career Development Center	<a href="mailto:careers@sandiego.edu">careers@sandiego.edu</a>
Institutional Research and Planning	<a href="mailto:irp@sandiego.edu">irp@sandiego.edu</a>
Institutional Effectiveness and Strategic Initiatives	<a href="mailto:iesi@sandiego.edu">iesi@sandiego.edu</a>
Chair of Applicable School/College Curriculum Committee (email address varies)	

## 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 (<https://www.sandiego.edu/iesi/program-review/>) for an elaboration of each of the elements described below.

1. Cover page: New Academic Program Approval Form (EXHIBIT B)
2. One page Executive Summary
3. Introduction, Context and Rationale
4. Evidence of Excellence and Program Accountability
  - a. Curriculum and Learning Environment (include 3 syllabi and one syllabus for capstone)
  - b. Student Learning Outcomes and Assessment Plan (include curricular assessment map)
  - c. Student characteristics and admissions process
  - d. Faculty characteristics (include vitae)
5. 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
6. 5-year plan for the program, including [5-year budget excel spreadsheet](#)
7. 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:  
(*ex: Bachelor of Science in Physics*)  
(*ex: Master of Science in Applied Data Science*)

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 once completed)**

UG/GR Admissions ___	Registrar ___
Budget and Treasury ___	Space Committee ___
Controller ___	Student Financial Services ___
School/College Curriculum Committee ___	Career Development Center ___
Financial Aid Services ___	Information Technology ___
Copley Library ___	Institutional Research and Planning ___
Office of International Students and Scholars ___	
Institutional Effectiveness and Strategic Initiatives ___	

**APPROVED BY:**  
**(Signature/Date)**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President and Provost: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Trustees: \_\_\_\_\_ Date: \_\_\_\_\_