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Office of the President  
PPM-008-2019 (PRS)

**SUBJECT: Establishment of New Academic Programs**

**JUL 10 2019**

**A. Purpose.** The purpose of this Presidential Policy Memorandum (PPM) is to provide the framework for establishing a new Academic Program within the Uniformed Services University of the Health Sciences (USU), which could lead to a certificate, undergraduate, or advanced degree.

**B. Applicability.** This memorandum applies to all USU components.

**C. Policy.**

1. This policy ensures that the establishment of an academic program is appropriately reviewed, staffed, resourced and approved prior to the enrollment of students.

2. The mission, governance, organization, responsibilities and functions of USU are set forth in Title 10, United States Code, Chapter 104, and Department of Defense (DoD) Instruction 5105.45.

3. The process for establishing an academic program will comply with US Department of Education (34 CFR 600-602) and applicable accreditation organization guidelines and standards.

4. The President USU, manages University programs, activities, personnel, and resources under the oversight of the Assistant Secretary of Defense (Health Affairs), with the advice of the Board of Regents (BOR). The BOR will provide advice to the President, USU, on policy decisions and recommendations regarding the establishment of a new academic program. The Deans of each school shall develop and administer policies, procedures and curriculum development of their respective schools.

**D. Responsibilities.** Specific responsibilities to request the establishment of a new academic program include the following, (process flow at attachment 1). The Office of the Vice President for Finance and Administration along with the designated action officer from the School/College facilitating the request will coordinate and track the flow. Not all new programs will require resourcing or other support, but that should be verified by the relevant offices and should allow quicker approval.

1. **Step #1** - USU or individual School/College receives a request for a new academic program. The request should provide details sufficient to fully understand the need outlined by the MHS (Services or DHA) customer.

2. Step #2 – The Dean of the School/College that received the request, either directly from the agency or indirectly (if assigned as the POC by USU), will staff the request through the appropriate School or College committees and the Assistant Vice President of University Records/University Registrar in order to determine if the request is reasonable considering the scope, depth of detail and alignment with the USU Mission.

3. Step #3 – Once the Dean has decided the request should move forward for formal consideration, the Dean's Quarterly Council (DQC; regularly scheduled or ad hoc per the DQC charter) will convene to discuss the request. This provides an opportunity for socializing the new request for advice and potential cross-collaboration. If there is agreement that the request has merit and is aligned with the USU mission, it should be presented for formal approval via the attached process. The 45-day time limit will begin when the proposal is forwarded for staffing to the supporting offices.

4. Step #4 – In order to start this approval process, the Dean will add a cover letter to the request letter asking for formal staffing through the prescribed process. This request will then be "shot-gunned" to Accreditation, Office of the VP for Finance and Administration (VFA) (resourcing, Academic Support, Registrar), Chief Information Office (CIO), and the Office of General Counsel (OGC) for consideration. During this stage, the requesting Dean and staff will be prepared to answer questions or go back to the requesting agency for more information.

5. Step #5 – Once the offices in Step 4 have completed their analysis, the Dean whose school has the lead will present it to the Cabinet for additional discussion based on all the previous steps. This will allow the USU President to hear the discussion and become familiar with any or all issues that remain. Cabinet approval is required prior to presentation to the Board of Regents (BOR).

6. Step #6 – The Dean will formally present the proposal to the BOR for discussion and concurrence or non-concurrence. A formal BOR recommendation is made and acknowledged in its minutes.

7. Step #7 – Once the new program proposal has been successfully staffed via this new program process and presented to the BOR, the USU President will endorse or decline the proposal to support the request.

**E. Effective Date:** This PPM is effective immediately.



Richard W. Thomas, MD, DDS, FACS  
President

**Attachment:**

1. Establishment of New Academic Programs Process Flow



## Establishment of New Academic Programs Process Flow

