**UC Davis Policy and Procedure Manual**

**Chapter 200, Campus Organization and Management**
**Section 26, Self-Supporting Degree Programs**
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**Supersedes:** New
**Responsible Department:** Graduate Studies
**Source Document:** Policy on Self-Supporting Graduate Degree Programs

_Exhibit A, Flow Chart—Approval Process for SSDPs_

## I.  Purpose

This section describes the formal steps required in preparation, transmittal, review, and implementation of proposals for the establishment, transfer, transition, or discontinuation of a self-supporting degree program (SSDP).

## II.  Policy

A.  An SSDP is a graduate or professional degree program that meets the criteria described in the systemwide Self-Supporting Graduate Professional Degree Programs Policy, and receives no state support, relying solely on revenue generated by the program itself for all operations of the program.

B.  The process for the establishment or discontinuation of an SSDP must be in accordance with the University's system of shared governance.

C.  An appropriate Dean must commit to providing oversight for the program.

D.  Each SSDP operates under an approved set of degree requirements and administrative structure.

## III.  Financial Model for SSDPs

A.  The SSDP must establish an annual budget that identifies all costs associated with the program and allocates those costs to the appropriate expenditure categories.

B.  State General funds cannot be used to fund the operation of an SSDP, even during the start-up phase or when a deficit is incurred.

   1.  The program proposal must identify non-state funds that would be used to cover program deficits.

   2.  The academic unit offering the SSDP is responsible for the long-term financial risk if the SSDP is not able to sustain a self-supporting model.

   3.  Reserves should be maintained to balance low-enrollment years, unanticipated expenses, and possible discontinuation of the program. The SSDP should establish a reserve amount or ratio based upon the degree requirements and funding structure.

C.  The SSDP will pay any UC Office of the President (UCOP) assessment, as well as a campus assessment for access to campus resources that support academic programs (centrally budgeted units), and to support any central campus investments in SSDPs.

D.  The SSDP must establish and maintain a financial accessibility goal for students and a student financial support plan, if needed, for achieving the goal.

   1.  The SSDP must outline and justify through market research that potential students will be able to afford the proposed fee.

2. The SSDP must show a commitment to diversity and outline a plan of recruitment (and aid, if necessary) that will ensure a diverse student body.

E. Each SSDP is expected to generate surplus funds that will be used as specified in the approved program and related Memoranda of Understanding (MOUs).

F. Academic units offering a state-supported program and self-supported program must account separately for each program's use of resources.

**IV. Procedures**

A. Establishment

1. The Dean responsible for the academic unit that will offer the proposed SSDP submits a letter of intent to the Dean—Graduate Studies describing the proposed program, its alignment with the campus's strategic plan, and justification of the academic need and financial incentive for the program. The Council of Deans reviews and approves the letter of intent prior to continuing to the proposal preparation stage.

2. The academic unit proposing to offer the SSDP completes a proposal following the requirements and guidelines provided in the Compendium of Universitywide Review Processes for Academic Programs, Academic Units, and Research Units, Appendix D.1. The proposal must also contain the following additional information:

   a. A teaching and compensation policy that defines how teaching responsibilities for the program will be accomplished; taking into consideration faculty workload in non-SSDPs to ensure there is no negative impact on faculty participation in any state-supported program.

   b. A market analysis that demonstrates the viability of the program, including clear target audience, demand for the program, assessment of the level of fees potential students may be willing to pay, review of other programs competing for the target audience, and potential program enrollment.

   c. A cost analysis including proposed budget assessment, review of market analysis, review of enrollment and revenue assumptions, evaluation of business model, evaluation of non-state fund sources, evaluation of financial accessibility goal, and a student financial support plan.

   d. MOU with any other units expected to provide academic or administrative services to the SSDP, outlining roles, responsibilities, financial distributions, risks incurred and expiration date.

      1) The parties will renegotiate the agreement at expiration and enter into new agreements as needed.

      2) The Office of Graduate Studies keeps such MOUs on record.

3. The academic unit submits the proposal to the Dean—Graduate Studies, see Section 200-25, for graduate programs procedures.

   a. The proposal is reviewed in accordance with the regular practices for new program proposals with an additional review by the Budget and Institutional Analysis office to assess the financial model and market analysis to determine the viability of the proposed program.

      b.   This additional review can be completed simultaneously with the regular practices described in Section 200-25.

   4.   Following approval by the Academic Senate and Chancellor, Budget and Institutional Analysis submits the cost analysis and fee approval request to UCOP by their annual deadline.

B.   Transition from State-Supported to Self-Supporting

   1.   Transitioning to a self-supporting model may be appropriate for state-funded programs that are discontinued for lack of financial support but can demonstrate quality, faculty interest, market need, financial viability and strategic contribution to the campus. State-funded programs discontinued for quality or academic concerns are not eligible for transition to self-supporting.

   2.   In order to propose transitioning, programs must conform to the criteria in the UCOP Self-Supporting Graduate Professional Degree Programs Policy and must follow establishment procedures outlined in section IV.A above.

   3.   The proposal to transition must include a plan to fully transition from state-support within three years, and describe the fees and tuition for existing students during the transition.

C.   Program Reviews

   1.   The Graduate Council reviews SSDPs once after the first three years and on a regular schedule thereafter, including a review to ensure that SSDP responsibilities have not detracted from state-supported graduate programs based on a review of faculty participation.

   2.   To assess the ongoing financial viability of the SSDP and compliance with applicable policies, the Dean—Graduate Studies requests a campus audit or financial review of each SSDP to occur after the first three years, and on a regular schedule thereafter to coincide with the Graduate Council program review. The results of this audit are provided to the Graduate Council during program review and to the Academic Senate—Committee on Planning and Budget for comment.

   3.   UCOP reviews the self-supporting status of SSDPs annually to set program fees. The Budget and Institutional Analysis Office coordinates campus compliance with this review in accordance with UCOP guidelines.

D.   Discontinuation

Procedures for discontinuation of an SSDP are available in Section 200-25.

## V. Further Information

For additional information, contact the Director of Analysis and Policy—Office of Graduate Studies.

## VI. References and Related Policies

A.   UC Office of the President:

   1.   Self-Supporting Graduate Professional Degree Programs Policy.

   2.   Compendium: Universitywide Review Processes for Academic Programs, Academic Units, and Research Units.

B.   UC Davis Policy and Procedure Manual Section 200-25, Establishment or Revision of Academic Degree Programs.

C. Graduate Council Procedures for New Program Proposals.

D. Graduate Studies Policy for Self-Supporting Degree Programs.

E. Budget and Institutional Analysis Self-Supporting Degree Programs.