



**GUIDELINES FOR REQUEST OF THE OFFERING OF NEW ACADEMIC PROGRAM/SPECIALIZATION**

**WEST VISAYAS STATE UNIVERSITY**

Document No.:	<b>WVSU-ODI-SOI-01-F01</b>
Issue No.:	<b>1</b>
Revision No.:	<b>2</b>
Date of Effectivity:	<b>March 11, 2022</b>
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**A. Definition of the Proposed Degree Program/Specialization**

1. Full and exact name of the proposed program/specialization:  
\_\_\_\_\_
2. Year of intended implementation: \_\_\_\_\_
3. Names of department/division, college/school and campus that would offer the new program/specialization  
Department/Division: \_\_\_\_\_  
College/ School: \_\_\_\_\_  
Campus: \_\_\_\_\_

**B. Feasibility Study to include:**

1. Brief description of the proposed new program/specialization:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Institutional mandate and rationale to offer the new program/specialization:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Goals/objectives of the proposed new program/ specialization:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Management capability, administrative competence and qualifications of management personnel.

Name of Personnel	Designation	Educational Qualification	Administrative Experience



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5. Market Viability in terms of

- a. Demand for graduates/employment opportunities (at least in the next five years)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- b. Prospective students (enrollment projection)

	Year 1 (2019-2020)	Year 2 (2020-2021)			
Prospective Number of Enrollees					

- c. Presence of existing higher education institutions (HEIs) offering same program and specialization within the area:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Financial viability in terms of sustainability of operation such as (please request the help of the Finance Office):

- a. Projected income and expenditure


- b. Schedule of proposed tuition and other fees (in matrix form):

**C. Curriculum**

1. Distribution of subjects per semester and year level:

Year Level: \_\_\_\_\_

Semester: \_\_\_\_\_

Course Number	Descriptive Title	Total Number of Units			Total Number of Hours			Prerequisite
		Lec	Lab	Total	Lec	Lab	Total	
	Total							



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2. Comparison of the Proposed Curriculum with CMO

A. Summary of Units per Area

<b>Courses</b>	<b>CMO No. _____ Series of _____</b>	<b>Proposed Curriculum</b>
General Education Courses		
Core Courses		
Major Courses		
Professional Education Courses		
Elective Courses		
PE Courses		
NSTP		
Total		

Note: For graduate school, the clustering of courses may differ.

B. Summary of List of Courses per Area

<b>Courses</b>	<b>CMO No. _____ Series of _____</b>	<b>Proposed Curriculum</b>
General Education Courses	Course A (3,0) Course B (2,1)	Course A (3,0) Course B (2,1)
Core Courses		
Major Courses		
Professional Education Courses		
Elective Courses		
PE Courses		
NSTP		
Total		

Note: For graduate school, the clustering of courses may differ.

3. Course Descriptions (for all courses):

4. Curriculum Mapping (Vertical and Horizontal Alignments)

Graduate School

- All courses must be vertically mapped with Program Outcomes and horizontally mapped with Teaching Learning Activities and Assessment Strategies.

Undergraduate

- 100% of the courses mapped with program outcomes.
- 50% of the courses or courses during the first two years of the program will have syllabus. Such courses' learning outcomes will be



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mapped with Program Outcomes and Teaching Learning Activities and Assessment Strategies.

A. General Curriculum Mapping (Vertical Mapping of Courses and Program Outcomes)

Courses	Degree Program Outcomes					
	A	B	C	D	E	...
1. Course A						
2. Course B						
...						

B. Detailed Curriculum Mapping (Vertical Mapping of Courses' Learning Outcomes and Program Outcomes)

Courses	Course Learning Outcomes	Degree/Program Outcomes					
		A	B	C	D	E	...
1. Course A	1.						
	2.						
	3.						
2. Course B	1.						
	2.						
	3.						
...							

C. Horizontal Mapping (Courses' Learning Outcomes in relation to Teaching Learning Activities and Assessment Strategies)

Courses	Course Learning Outcomes	Teaching and Learning Activities	Assessment Strategies
1. Course A	1.		
	2.		
	3.		
2. Course B	1.		
	2.		
	3.		
...			

5. Admission, retention and graduation requirements:



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6. Provision for meeting accreditation, certification or other requirements, where applicable:

**D. Resources of the Proposed New Program/Specialization**

**1. Library Holdings**

- List of existing and proposed books, journals, magazines, etc. supporting the program (list should include author, title of book, year of publication and number of volumes). Include budget for the proposed list of new acquisition.


<b>Title (Existing)</b>	Author	Year of Publication	Number of Volumes	
A. Books				
B. Journals				
C. Others (E-sources)				
<b>Title (Proposed)</b>				Budget Needed
A. Books				
B. Journals				
C. Others (E-sources)				

**2. Equipment (list of equipment and other instructional devices/aids)**

List of Equipment	Number of Units (In good condition)	
A. Existing		
1.		
2.		
3.		
B. Proposed		Budget Needed
1.		
2.		

3. Physical Facilities needed for each year of the implementation within four years:

No. of Rooms Needed	Year of Implementation			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
	AY : _____	AY : _____	AY : _____	AY : _____
Lecture Rooms				
Laboratory Rooms				

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4. Faculty

Faculty Courses	Name	Educational Qualifications	Nature of Appointment (Permanent/Temporary)	Status (Fulltime/ Part-time)	No. of years of Teaching Experience	Course to be taught	Professional License
A. General Education							
B. Professional							
C. Major							

**Note:**

- **There must be at least three (3) faculty members or more as the CMO requires in the specialization/major areas prior to offering of the program.**  
**All CHED requirements must be complied prior to application for Certificate of Program Compliance (COPC). The application to CHED will be signed by the University President.**

*References:*

*CHED RO6 Program and Standard Updates and Concerns for 2012*  
*WVSU Existing Policy on Proposed Offering of New Program*  
*CHED Program Application Checklist*

Prepared by:

Reviewed By:

\_\_\_\_\_  
**Proponent/s**

\_\_\_\_\_  
**Dean of the College/ Dean of Instruction**  
 Local Curriculum Review Committee Chairperson

**Noted by (For External Campus):**

\_\_\_\_\_  
**Campus Administrator**