

## **Proposed Changes to the Approval, Routing, and Notification Policy for Course and Curriculum Changes**

**Approved unanimously by Faculty Senate Academic Affairs on 1/8/2008**

**Effective Date: Fall 2008**

In 2006, the chairman of the Faculty Academic Affairs Committee, Alice Trussell, formed the Ad Hoc Committee. The members of this committee were: Kelli Cox (Planning and Analysis, chair), Karen Pence (CAPP member), Charlotte Pfaff (Registrar's Office), Carol Shanklin (Graduate School), Loren Wilson (Continuing Education), and Christine Hackworth (Administrative Specialist in College of Arts and Sciences). During the first year, Shannon Fox (Graduate School), Candace Becker (Faculty Senate office secretary), and David Sachs (Faculty Senate Academic Affairs member) joined the committee and Christine Hackworth left the committee because she was no longer employed at K-State.

The proposed changes to the Approval, Routing, and Notification policy were submitted March 4, 1999 and are provisionally approved each year by Faculty Senate Academic Affairs as the basic document for the course and curriculum process. Two converging reasons strongly suggested a need to review and update the document to meet the needs of our contemporary university. First, a strong sentiment had been expressed for a tiered approach which would provide faster processing for relatively minor changes. Secondly, with the implementation of the anticipated conversion of the student information system, it would be prudent to investigate, develop, design, and implement a process that would expedite the workflow and enhance accuracy. In addition, the 1999 changes were approved only provisionally by Faculty Senate.

The charge to the committee is the following:

- Revise, update and replace the existing document "Proposed Changes to the Approval, Routing and Notification Policy."
- Examine the options for a tiered approach to processing changes according to complexity and appropriate timelines needed to effectively complete the process.
- Identify content for web-based forms through which information will be submitted.
- Create a flow chart illustrating the steps that are required to complete the process.
- Insure that all procedures will meet requirements set forth in the Kansas Board of Regents Policy and Procedures Manual.

The manual generated by the committee includes all the proposals that may be considered by the Academic Affairs committee. The committee agreed that the specified forms, steps, and flow charts should be available via a website. The committee has laid out the format for the website but was not charged with developing a website. Even though the 1999 proposal incorporated opportunities for expedited reviews, (i.e., course change within level number, semester change), the process had not been implemented. Therefore, the committee members have recommended the implementation of expedited reviews for many of the "minor" changes. Essentially, the expedited reviews allow for changes to be implemented as soon as the college (for undergraduate programs) or the graduate school (for graduate programs) approves the change. The committee also recommends the deletion of the conditional drop pool section since this process is not used at the university level but at the department level. Finally, the other review processes were adjusted to conform to current practice or to ensure that all pertinent units who should be involved are included in the process.

Even though the committee attempted to incorporate terminology, definitions, and processes in accordance with the new student data system, these processes have not been tested with the new system. More than likely, the processes outlined in this document may need to be adjusted to compensate for changes in the student data system once the new system goes live.

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## Introduction

The information in this manual describes the procedure that must be followed for all matters relating to modifications in courses, curricula, and degree programs. These modifications also include adding and discontinuing courses and degree programs. Each modification is initiated by a proposal that identifies the specific process – new, change, or discontinue. In addition, the proposal will also be classified within one of three categories – expedited review, course/curriculum approval, or academic program approval. Since many current changes are of a minor nature (e.g., correcting errors, updating titles, minor wording changes, or semester offered, etc.), an expedited review would allow for quick reviews and changes with opportunities for a more complete review if problems are noted. This expedited review process for course changes has been streamlined and is more focused, but also allows for more rapid reviews and changes. Given the implications of changes in academic programs (majors, minors, options, certificates, secondary majors, and collaborative programs), course approval and academic program approval reviews are more comprehensive and complete, with many feedback loops and time for discussion.

The Faculty, along with Department Heads, Deans of Colleges, the University Administration, and the Kansas Board of Regents (KBOR) are all involved with the “change process” described in this manual. At any step in the process (either expedited, course or academic program approvals), the proposal may be returned for clarification, denied approval, or it may be approved. If not approved, the proposal is no longer viable and no further consideration will occur for that particular proposal.

The Faculty Senate has established policies governing all academic matters including requirements for courses and curricula, requirements for degrees, academic standards for students and for the institution, and evaluation of the educational program. In addition, the policies and procedures related to program assessment and improvement require that each course, curriculum and degree program must include learning outcomes.

The powers of the general faculty are described in Appendix E of the University Handbook. It states:

Traditionally, the faculties of colleges and universities have control of all matters dealing with the courses and curricula to be offered by the institution, and the granting of degrees. These powers are subject to final approval by the Kansas Board of Regents.

The general faculty of Kansas State University also has the authority to participate in the establishment of policies for the supervision and control of student affairs, faculty affairs, and public relations.

Faculty participation being essential to the establishment of policy relating to many all-university problems, it is within the power of the faculty to participate in the formulation of policies concerning such matters.

A proposal is required for all new courses, modifications to courses, and discontinuation of courses. Furthermore, a proposal is required for all curriculum changes and for adding or discontinuing degree programs. The proposal is approved through the department, college levels, and Graduate School for graduate programs. Afterwards, for all non-expedited course and curriculum changes, the Faculty Senate Executive Secretary receives the proposal and tracks

the proposal through the rest of the process and notifies all pertinent parties of the proposal status. At any stage during this approval process, a reviewing body can refer the proposal back to the previous reviewing body, and/or may consult with the originating department contact person.

## **Policies**

Kansas Board of Regents Approval of New Academic Programs:

The KBOR Policy Manual [Academic Affairs Section D] stipulates that the Board approval is required for the establishment of new degree programs. When the Board considers the establishment of a new degree program or major, information regarding its need, quality, cost and means of assessment become paramount. This document outlines the policies, procedures and criteria the Board utilizes when reviewing request for new academic degrees and majors.

The academic programs should follow the procedures and complete the required forms for the establishment of a new degree program as outlined in the KBOR Appendix G – Policies and Procedures for the Approval of New Academic Programs:

<http://www.kansasregents.org/academic/policymanual.html>

Kansas Board of Regents – Notification of New Program Proposal to Institutions within the Board of Regents:

The minimization of unnecessary program duplication is a high priority of the Kansas Board of Regents. Any institution proposing a new program must submit the Program Summary Form to Board Staff no less than 45 days prior to the submission of the full proposal. All institutions shall be automatically notified of the proposed program by email. Institutions with preliminary objections to the new program must state those objections in writing to Board Staff within the 45 day time period. The list of concerns, comments, and objections will be compiled by Board Staff and forwarded to the proposing institution for follow-up.

Where existing programs within the State may serve the same potential student population, the institution proposing a new program must demonstrate (a) a new program is sufficiently different from existing programs; (b) accessibility to existing programs is sufficiently limited to geography or other variables, and (c) the new program is integral to institutional mission. Final proposals must also contain all the required information including evidence that concerns and questions have been addressed and be submitted in the approval format.

This process shall not prevent an institution from submitting a new program proposal, but it is designed to make the approval process more transparent, improve proposals and reduce potential conflict related to unnecessary duplication

Course number reissued:

When a department drops a course, the course number cannot be reissued for five years.

Degree Approval

Approval for Associate's degree, Bachelor's degree, Master's degree, and the earned Doctorate degree.

The Dean of the College is responsible for determining the award of degrees and forwards to the Registrar's Office.

**Posthumous Degree:** A student who dies while actively pursuing a degree at Kansas State University may be considered for a Posthumous Degree. The Dean nominates the student for consideration by Academic Affairs and Faculty Senate. If approved, the degree would be granted and noted on the transcript and the diploma that it is a posthumous degree.

#### New Doctoral Programs

When an institution proposes a new doctoral program, the Board of Regents shall employ three external consultants selected by the President and CEO to review the requesting institution's ability to deliver the proposed program and to review all similar programs in the system, if there are any. The criteria referenced in Appendix G (BOR Policy Manual) shall be followed by the consultants in determining the quality of the proposed program. The Council of Chief Academic Officers, the Council of Presidents and the Board shall review the consultants' report before a final decision regarding the proposed doctoral program is rendered. All expenses of the special review shall be borne by the proposing institution. Cost of subsequent reviews related to deficiencies shall be borne by institutions found to have deficient areas.

#### Student Learning Outcomes (SLOs)

In accordance with Board of Regents Policy and Procedures manual for new undergraduate and graduate degrees and certificate programs, an Assessment of Student Learning Plan for the first three years of the degree program should be attached. The Office of Assessment has these templates on line. The Assessment Plan template can be found at:

<http://www.k-state.edu/assessment/plans/index.htm>

The Student Learning Outcomes cover sheet can be found at:

<http://www.k-state.edu/assessment/slo/index.htm>

The Assessment Plans for undergraduate programs must be approved by the College Assessment Review Committee (CARC) and for graduate programs, by the Graduate Council Assessment and Review Committee prior to submission to Academic Affairs.

### **General Procedures by Organization**

- A. Department: The faculty member(s) most clearly associated with the course and/or curriculum change submit(s) the proposal using the designated form for consideration and review to the Department Course/Curriculum Committee. Consideration should be given to availability of faculty, space, equipment, library facilities, and budget in addition to the desirability of the course content. All new degree programs including proposals for new secondary majors must complete the KBOR Appendix G form. For collaborative programs, the KBOR Appendix K (see Appendix L) must also be completed.

For certificate programs, K-State's certificate policy must be followed (see Appendix M). Changes to current degrees names must follow the same process as a new degree program. In other words, the change to the degree name must receive approval from the department, college faculty, faculty senate academic affairs, faculty senate, provost, and KBOR COCAO (KBOR Policy (Appendix D-7-d1-b)

For undergraduate program course and curriculum changes, the faculty member discusses the changes proposed with their respective Dean's Office, determines the appropriate process for changes to courses and curriculum, either expedited or full process, what other departments may be affected, and the appropriate documents needed.

For graduate program course and curriculum changes, the faculty member discusses with Graduate School the changes proposed and the appropriate documents needed. Also, the faculty member may want to confer with the Graduate School as to the appropriate process for changes to courses and curriculum, either expedited or full process.

The Office of Planning and Analysis is notified about the proposed additions, deletions, and changes to courses, curricula, and programs. The Office of Planning and Analysis assists with identifying an appropriate Classification of Instructional (CIP) code for new programs. This code is a federal code used by all higher education institutions to submit data to the U.S. Department of Education and to easily compare degree programs.

Prior to approval, the department must obtain documents (email, memo, etc.) verifying notification and approval of the change(s) by other departments within or outside the college that may be affected by this change(s). Approval should be received from the department head, unit head, or director of the department affected. The documents need to be on file for easy retrieval if questioned. If there is a direct impact on another department or unit, a statement shall be included with a brief description of the problem, resolution, and supporting documentation.

In addition to notifying other departments and colleges of changes, the Library needs to be consulted about new library resources and/or services the curriculum or program will require. The department may contact the chair of the University Library Committee regarding this matter.

If the Department Course/Curriculum Committee approves the proposal(s), the new offering is considered for approval by the department faculty as a whole. If the Department Faculty approves the proposal(s), then the recommendation is forwarded to the College Course/Curriculum Committee for approval.

The department shall submit their approved course data sheet(s), curriculum change(s), and/or new program document(s) to their respective College Dean's Office. The department shall maintain a current record of all approved courses and their descriptions.

- B. College: The faculty of each college shall determine the method of selection for their Course/Curriculum Committee. The Dean's office of each college should forward the name of the chair to the Faculty Senate office at the start of the fall semester.

The College Course/Curriculum Committee may reject any or all the proposals; send the proposal back for revision, clarification or modification; or approve the proposal. A minimum time period of **10 calendar days** shall accommodate the distribution of the proposal to permit time for campus-wide review and feedback of proposals before the College Faculty Meeting. Objections to the course, curriculum, or program proposal shall be made known to the Dean's Office and to the responsible Department Head. The College Dean is kept informed of all developments.

After at least the minimum time period has elapsed, the College Faculty at its meeting may reject, change, request revision and/or clarification, or approve the proposal. If the proposal is approved, the college is responsible for making the documents available to: members of Faculty Senate, the Faculty Senate Office, Academic Deans, Academic Department Heads, Graduate Council Academic Affairs Committee (if applicable), Office of Admissions, Office of Registrar, Planning and Analysis Office, and others by request. Additionally, an electronic copy of the proposal will be provided to the Faculty Senate Office in a format acceptable by the Secretary.

1. Proposal Sheets (Previously called green sheets)

Using the departments' course data change sheets, curriculum change forms, and/or new program document, the college summarizes the information and creates proposal sheets. This is the document created (by use of course and curriculum data sheet forms submitted by departments) which is to be distributed to the list of persons and offices shown in the preceding paragraph. A cover page shall accompany the document and enclose the following information: The name of the college or unit proposing the changes; the date, time, and location of their meeting; and a list of all departments impacted by the changes. The proposal sheets shall be separated into the following sections:

- Section 1: Expedited Course Changes (599 and below).
- Section 2: Expedited Course Changes (600 and above).
- Section 3: Non-expedited Course Changes (599 and below)
- Section 4: Non-expedited Course Changes (600 and above).
- Section 5: General Education Courses (new and changes)
- Section 6: Undergraduate Curriculum Changes
- Section 7: Graduate Curriculum Changes
- Section 8: New Undergraduate Curriculum(s) (includes new AS/AA, BS/BA programs, undergraduate certificates, minors, options/concentrations/specialties, etc.)
- Section 9: New Graduate Curriculum(s) (includes new masters, PhD, EdD, graduate certificates, specializations, etc.)

A similar format should be followed throughout this document by all colleges. Course changes should be listed first by department and then noted by a section entitled “From:” and a section entitled “To:” for each course. Current course information should be listed in the “From” section while proposed course information should be listed in the “To” section. Items being deleted should be struck through and items being added should be underlined. Curriculum changes should follow this same type of format. In the case of a new course or curriculum no markings are necessary as no information will be deleted.

2. Approval Sheets (Previously called white sheets)

The document many times will be identical to the Proposal Sheets, except for the cover page. The cover page shall enclose the following information: The name of the college or unit that approved the proposed changes; the date the proposed changes were acted on, and a list of all departments that are impacted by the proposed items.

If there are items not approved by the College, please indicate this in the Approval Sheets at the end of the document.

C. University General Education (UGE):

If the course is a new course, the UGE Council receives a copy of the proposal after the proposal has been passed by the department(s) and college(s). UGE Council reviews the proposal, and either passes it and forwards the documentation onto the Faculty Senate Academic Affairs committee for approval, or denies the proposal and sends it back to the college. Expedited changes to these courses are sent to the UGE Council as information only without needing approval to be implemented.

D. Graduate Council:

The Graduate Council receives proposals from the Colleges that concern graduate courses (courses with a course number greater than 599), curricula (excluding DVM curriculum), and degree programs. Proposals received by the tenth of the month are considered by Graduate Council Academic Affairs Committee, and if approved, are considered by the Graduate Council the following month. The Graduate Council does not meet in January or during the summer months.

The proposal is forwarded to the Academic Affairs Committee of the Graduate Council for recommendation to the Graduate Council. If the Academic Affairs Committee does not approve the proposal, it will be returned to the originating department for clarification or additional information. The Academic Affairs Committee is composed of at least one representative from each of the Academic Area Caucuses, as appointed by each Caucus. The Academic Affairs Committee is charged with matters of graduate courses, graduate curriculum, graduate programs and program-specific criteria for graduate faculty membership and the review of existing graduate curricula and programs. The Graduate Council Assessment and Review Committee will serve as the Graduate Council representation during any formal review of graduate programs that are submitted to KBOR.

If the proposal is approved by the Academic Affairs Committee, then the reviews are placed on the Graduate Council Agenda for approval. The Graduate Council may request further clarification, revision, or reject the proposal. Once the proposal is approved, it is forwarded to the Academic Affairs Committee of Faculty Senate. Non-expedited graduate items must be approved by Faculty Senate. The approved proposals are submitted to the Registrar's office, notification of approval is made to the appropriate departments, and changes are made to the Graduate School Catalog.

Copies of the Graduate Council Minutes shall be made available to members of the Faculty Senate Academic Affairs Committee listing those courses, curricula, and degrees approved.

E. Faculty Senate Academic Affairs Committee:

A minimum 10 calendar day time period is required between the time the material approved by the college or the Graduate Council (for graduate course and curriculum material) is received by the Committee and the time that it will be considered. The Faculty Senate Academic Affairs Committee does not meet during the summer months.

Objections to the proposals to be considered by the committee should, if possible, be sent to the Chairperson prior to the meeting at which the proposal will be considered.

The Academic Affairs Committee may take any of the following actions:

For full approval of degree program additions or deletions:

- a. Request that the proposal be returned to the College Course/Curriculum Committee for revision, modification, etc.
- b. Accept the proposal with minor changes with the approval of the departments involved.
- c. Forward the proposal to Faculty Senate with objections or disagreements, if they cannot be resolved by the Committee.
- d. Accept the proposal as submitted and forward it to the Faculty Senate Executive Committee for inclusion on the next Faculty Senate meeting Agenda.
- e. Refer to the Provost when resource conflicts cannot be resolved between units.

For consent agenda approval of course/curriculum changes:

- a. Request that the proposal be returned to the College Course/Curriculum Committee for revision, modification, etc.
- b. Accept the proposal with minor changes with the approval of the departments involved.
- c. Forward the proposal to Faculty Senate with objections or disagreements, if they cannot be resolved by the Committee.
- d. Accept the proposal as submitted and forward it to the Faculty Senate Executive Committee for inclusion on the next Faculty Senate meeting as a Consent Agenda.
- e. Refer to the Provost when resource conflicts cannot be resolved between units.

F. Faculty Senate Executive Committee:

The Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The committee may request minor clarification or editorial corrections, or refer item back to Faculty Senate Academic Affairs Committee.

G. Faculty Senate:

The Faculty Senate upon consideration of a proposal may take any of the following actions:

- a. Reject the entire proposal.
- b. Request revision or modification to the proposal.
- c. Approve the proposal.

All curriculum proposals must be approved by Faculty Senate including major course changes. Minor undergraduate changes to courses that were expedited do not need Faculty Senate approval. The Minutes from the Faculty Senate Meeting shall constitute final communication and official notice of the proposal. The proposal becomes official when the motion to approve is passed. Exceptions include those proposals involving: new curricula, dropped curricula, new degrees, changed degrees, and dropped degrees (these proposals are forwarded to the University Provost and the Board of Regents, which occur after Faculty Senate approval). The proposal shall appear in the Course Schedule and it will be entered in the General Catalog or Graduate Catalog. The procedure is:

- a. The Department Head inserts the changes in the Course Schedule and allocates the necessary instructional space and equipment.
- b. The Assistant College Dean will work with the electronic catalog editor and the Graduate School to update the catalogs with the approved changes.
- c. The Faculty Member notifies the University Library, the bookstores, and other suppliers of the items required and the date needed.

H. University Provost:

Upon approval of a new degree proposal, discontinuation of a degree program, or a new minor program outside the existing degree program, the Provost of the University forwards the proposal to the Board of Regents.

I. Board of Regents:

1. The Academic and Extension Committee of the Board of Regents receives the proposal. After a one-month waiting period, the Committee makes a decision. If approved, the proposal for a new degree program is forwarded to the Board of Regents. New certificate or minor program and discontinuation of degree programs are announced at the Board of Regents meeting but do not require approval.
2. The Board of Regents may take any of the following actions on the new degree program:
  - a. Reject the proposal without conditions.
  - b. Refer the proposal back for revision, modification, or clarification.
  - c. Approve the proposal. The Board of Regents Secretary is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Board of Regents passes the motion for approval.

## Procedures for Considering Matters of University Academic Policy

The following information is provided to promote and ensure an orderly and consistent introduction, dissemination, information gathering, and decision making process regarding matters of policy or criteria affecting courses, curriculum, degrees and other academic matters. The information in this section augments the procedures for proposals regarding courses, curricula, and degrees.

### A. Submission of Proposals to Faculty Senate Academic Affairs Committee.

Any individual or group of standing in the university community (i.e. task forces, Student Senate, faculty, committees, administrators, departments, and interdisciplinary programs) may submit a proposal.

1. The Chair of the Academic Affairs Committee shall be contacted to either place the item on the Academic Affairs Committee Agenda or refer the item to the appropriate group for consideration.
2. The individual or group submitting the proposal should be prepared to verify that consultation has taken place with appropriate or affected parties.

### B. Proposal Review by Faculty Senate Academic Affairs Committee.

The Academic Affairs Committee, after consideration of a proposal, may take any of the following actions:

1. Reject any part or the entire proposal.
2. Refer to another appropriate group.
3. Receive the proposal and send it back for revision, clarification or modification.
4. Vote on the proposal to forward it on to Faculty Senate. Or the Academic Affairs Committee may further review the proposal. Academic Affairs will determine the review process for each proposal that may follow some or all of the guidelines below:
  - a. Academic Affairs Committee may appoint an ad hoc committee to facilitate a public hearing and report findings back to the Academic Affairs Committee. Once the date, time, and location of the hearing have been decided, the ad hoc committee shall advertise it widely – Examples for advertising include: the KSU Printing Service Distribution for faculty and administrators, send notice to the Student Executive Committee, make an announcement in the Collegian, post on the Faculty Senate Internet Home Page, among others as appropriate.
  - b. Copies of the proposal are made by the sponsor. Contents of proposal shall include:
    - 1.) Cover: Name of the sponsoring individual or group, title of the proposal, date of public hearing, time of public hearing, place of public hearing, name of proposal sponsor with phone number and e-mail address.
    - 2.) Proposal text: Rationale for proposal, actual proposal, supportive documentation and data (if any) relating to implementation and impact of the proposal, other pertinent information, and proposed effective date.
    - 3.) Distribution of proposals: Copies of the proposal are distributed by the sponsors as directed by Academic Affairs. Examples of distribution may include but is not limited to: Faculty Senators, Student Government Executive Committee, Registrar's Office, Academic Department Heads,

Course and Curriculum Chairpersons in every college, the Provost, and other offices or individuals as appropriate.

**c. This is the time at which any comments of support or objections should be made known to the sponsors. A minimum of 10 calendar days is required between the distribution of the proposal and any hearing to permit time for campus-wide review and feedback.**

d. The sponsors (and the ad hoc committee if appointed by Academic Affairs) shall prepare a final report for consideration by the Academic Affairs Committee. Contents of the report will include the following:

- 1.) Original proposal, including any modifications made.
- 2.) Sponsor name followed by the wording “in conjunction with an ad hoc committee of the Academic Affairs Committee of Faculty Senate.”
- 3.) Date, time, and place that Academic Affairs will consider the proposal.
- 4.) Names, phone numbers, and e-mail addresses of the sponsors and the Chair of the Academic Affairs Committee ad hoc committee.

e. Copies of the final report will be directed to the Academic Affairs Committee and may include but is not limited to: Faculty Senators, Student Government Executive Committee, Registrar’s Office, Academic Deans, Academic Department Heads, Course and Curriculum Chairpersons in every college, the Provost, and other offices and/or individuals as appropriate. This step is for University consideration.

**f. A minimum of 10 calendar days is required between the time the proposal is received by the Academic Affairs Committee and the time it will be considered. Objections shall be sent in writing to the Academic Affairs Committee Chair prior to the Academic Affairs Committee meeting when the proposal will be considered.**

5. The Academic Affairs Committee considers and acts on the proposal with one of the following outcomes:

- a. Reject the proposal.
- b. Return the proposal to the sponsor(s) for additional revision, modification, etc.
- c. Approve the proposal as submitted and forward it to the Faculty Senate Executive Committee for inclusion on the next Faculty Senate meeting agenda.
- d. Approve the proposal with minor modifications and forward it to the Faculty Senate Executive Committee.
- e. Receive and forward the proposal on to the Faculty Senate Executive Committee, with objections or commentary.

6. Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The Executive Committee may request minor clarification or editorial corrections to the proposal. From this point and onward, the standard procedures for courses and curricula shall be followed. See “F. Faculty Senate,” under “II. General Operation Steps.”

## Calendar

<b>Type of Review</b>	<b>Academic Affairs Committee</b>
I. Expedited Review	Accepted anytime during the Academic Year – Changes effective upon required approval and following system updates.
II. Course/Curriculum Approval	Accepted on monthly basis throughout the Academic Year

**Catalog and class schedule require the following deadlines:**

<b>Changes, Addition, Deletions effective for:</b>	<b>Must be submitted to Faculty Senate Academic Affairs 10 calendar days prior to:</b>	<b>Must be approved by Faculty Senate by:</b>
Spring Semester (including January Intersessions)	2 <sup>nd</sup> September meeting*	October meeting
Summer Semester (Including May Intersessions)	2 <sup>nd</sup> January meeting*	February meeting
Fall Semester (Including August Intersessions)	2 <sup>nd</sup> April meeting*	May meeting

\*Graduate courses must be approved by the Graduate Council in order to be approved by the FS Academic Affairs committee. This means the college must approve changes and submit their changes to Graduate Council by August 10 for Spring semesters, November 10 for Summer semesters, and March 10 for Fall Semesters, in order for these items to be placed on the FS Academic Affairs meeting agendas.

### III. Academic Program Approval - Once a year – November

For an effective date of the following fall semester, all documents must be to Faculty Senate Academic Affairs no later than the first Friday in November of the current year. Changes must be approved by the college and the Graduate Council (if a graduate program) prior to submission to Faculty Senate Academic Affairs. If a graduate program, the Graduate School must receive all documentation by October 10.

## Process

### *Expedited Review*

#### Background

- These changes do not need to be approved by Faculty Senate Academic Affairs.
- Proposals accepted anytime throughout the year.
- Graduate Council Academic Affairs must approve changes to courses with course number greater than 599.
- Changes are effective immediately.
- Include the following course changes:
  - ✚ Course number changes within the same level (LD = 0-299; UD = 300-699; GR1 = 700-899; and GR2 = 900-999).

- ✚ Changes in description of the course to update it with current practices or terminology.
- ✚ Change in course name based upon changes in current practices or terminology; course remains the same.
- ✚ Deleting a course or a course that is no longer offered (only if the change does not affect other majors outside the college).
- ✚ Change in semester offered.
- ✚ Change in course prefix due to department name change.
- ✚ Change in course prerequisites (only if the change does not affect other units outside the college)
- ✚ Curriculum change (only if the change does not affect other units outside the college)
- ✚ Other minor changes (to be identified and defended by the department).

## Operations

### A. Department

- The proposal is initiated for course number change within the same level, course title, credit hours, description, prerequisites, semester offered, and courses only offered within the department.
- With a course number change only, it is the responsibility of the department for updating pre-requisites course numbers and notifying the undergraduate and graduate catalog editors regarding the course number change that may affect curricula across all colleges.
- Approved by department faculty.

### B. College

- Submission to college course and curriculum committee for approval.
- Forward to Graduate Council Academic Affairs if graduate course is greater than 599. Then, placed on the Graduate Council agenda for approval.
- Forward to University General Education Council for notification.
- Upon approval of a course number change, the change will occur in all curricula. Departments and colleges do NOT need to submit separate course number changes for each curriculum affected, but they are responsible for notifying the Undergraduate Catalog Coordinator and the Graduate School of the changes that need to be made.
- Forward to Registrar
- Notify appropriate departments and units

### C. Graduate Council

- Forward to Registrar
- Notify appropriate departments and units

## Steps

*Undergraduate*

<b>Course – Add, Delete, Change Curriculum – Change Expedited (Within College Changes)</b>		
<b>Department/Unit</b>	<b>Notify</b>	<b>Approve</b>
Unit Course & Curriculum Committee		X
Unit Faculty		X
College Curriculum Committee		X
College Dean's Office	X	
If a UGE Course/Curriculum		
University General Education Council	X	
Registrar's Office	X	
Distribute to appropriate departments and units	X	

*Graduate*

<b>Course – Add, Delete, Change Curriculum – Change Expedited (Within College Changes)</b>		
<b>Department/Unit</b>	<b>Notify</b>	<b>Approve</b>
Unit Course & Curriculum Committee		X
Unit Faculty		X
College Curriculum Committee		X
College Dean's Office	X	
If a UGE Course		
University General Education Council	X	
Graduate Council Academic Affairs Committee	10 <sup>th</sup> of the Month	X
Graduate School Graduate Council		X
Distributed to Appropriate Departments and units	X	
Registrar's Office	X	

## Flow Chart –

Undergraduate – See Appendix E

Graduate – See Appendix F

***Course/Curriculum Approval***

## Background

- See calendar on page 15 for submission dates required.
- If change is time sensitive, contact the Registrar's office.
- Included as part of the consent agenda items for Faculty Senate

- Includes, but is not limited to, the following addition, deletion, or significant change in a course/curriculum:
  - ✚ Course number changes outside the current level.
  - ✚ Course description changes reflecting a “rewrite” in the curriculum for the department and the major.
  - ✚ Change in the delivery method of the course.
  - ✚ Deleting a course if it affects students outside the department.
  - ✚ Adding a new course.
  - ✚ Curriculum change (when this affects another unit outside the college)

#### Operations

##### A. Department

- The proposal is initiated for curriculum change, course number change between levels, course restricted electives, pre-requisites for other programs, and course offered within curricula in programs outside the department and college.
- Approval by departmental faculty

##### B. College

- Submission to college course and curriculum committee
- Approval of college faculty
- Forward to Graduate School – course number is greater than 599 and graduate interdisciplinary programs.
- If a UGE course, forward to University General University Council for approval.
- If a DVM curriculum change, then forward to Faculty Senate Academic Affairs after College faculty approval. Graduate School does not oversee the first-professional programs.
- Ensure that all departments and units have been notified of the change
- Ensure any issues are resolved
- Forward to Faculty Senate Academic Affairs

##### C. University General Education

- Approved by UGE council
- Forward to Graduate Academic Affairs Committee if graduate course greater than 599 otherwise forward to Faculty Senate Academic Affairs committee

##### D. Graduate Council

- Approved by Graduate Council Academic Affairs
- Approved by Graduate Council
- Forward to Faculty Senate Academic Affairs Committee

##### E. Faculty Senate Academic Affairs

- Approval
- Forward to Faculty Senate

##### F. Faculty Senate

- Consent agenda
- Forward to Registrar’s Office if graduate course

## Steps

*Undergraduate*

<b>Course – Add, Delete, Change Curriculum – Change</b>		
<b>Department/Unit</b>	<b>Notify</b>	<b>Approve</b>
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
College Dean's Office	X	
If a UGE Course/Curriculum		
University General Education Council		X
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Faculty Senate Consent Agenda		X
College Dean's Office	X	
Notify appropriate departments and units	X	
Registrar's Office	X	

*Graduate*

<b>Course - Add, Delete, Change Curriculum - Change</b>		
<b>Department/Unit</b>	<b>Notify</b>	<b>Approve</b>
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
College Dean's Office	X	
If a UGE Course		
University General Education Council		X
If DVM curriculum change (skip to Academic Affairs – Faculty Senate)		
Graduate Council Academic Affairs Committee	10th of the Month	X
Graduate School Graduate Council		X

	Submit materials 10 calendar days prior to meeting	
Academic Affairs - Faculty Senate		X
Faculty Senate Consent Agenda		X
Graduate School	X	
College Dean's Office	X	
Notify appropriate departments and units	X	
Registrar's Office	X	

Flow Chart –

Undergraduate – See Appendix G

Graduate – See Appendix H

### ***Academic Program Approval***

#### Background

- Proposals that require Board of Regents approval will be accepted once a year to the Faculty Senate Academic Affairs Committee – 10 days prior to first November meeting. Proposals should be effective the following fall semester. See calendar above for time line.
- All other course curriculum changes will be accepted year round.
  - Includes majors, minors, certificates, secondary majors, and collaborative degree programs.
  - Includes the following changes in curriculum – adding, deleting, or changing the academic program:
    - Modification to existing curriculum (addition or deletion of options/concentrations)
    - Adding or discontinuing a degree program, certificate, or secondary major.
    - Changing the degree name of an existing program.

#### Operations

##### A. Department

- The proposal is initiated for new or discontinued degree programs (including secondary majors), certificates, collaborative programs, and changing the name of an existing unit or degree title.

Options/concentrations/minors are also included if the program falls within these guidelines:

Concentrations (also called “minors”): A concentration may not exceed 24 credit hours at the baccalaureate level; 12 credit hours at the master’s level; 18 credit hours at the doctoral level. Graduate certificate programs are not considered concentrations, and are determined at the campus level.

Approval of academic concentrations is motivated by: (1) a desire to ensure sufficient resources to offer a quality program and (2) a need to monitor the proliferation of new programs within the

Regents system. In many cases, development of a new concentration is the first step in the creation of a full degree program, hence the need for review and approval. In cases where degree programs already exist, neither of these two motivations apply and do not need approval.

- For a new program (including secondary majors), department needs to complete all forms and requirements outlined in Appendix I.
- For collaborative programs, department also needs to complete the requirements outlined in Appendix L.
- For certificate programs, department needs to complete the requirements outlined in Appendix M.

#### B. College

- Submission to college course and curriculum committee
- Approval of college faculty
- Ensure that the proposal is complete and all departments and units affected have been notified
- Ensure any issues are resolved
- Forward to Graduate Council if graduate course for graduate programs
- Forward to Faculty Senate Academic Affairs

#### C. Graduate Council

- Approval
- Forward to Faculty Senate Academic Affairs

#### D. Academic Affairs

- Approval
- Forward to Faculty Senate

#### E. Faculty Senate

- Approval
- Forward new and discontinued degree programs, which includes collaborative degree programs and secondary majors, to the Provost's Office

#### F. Provost's Office

- Forward on new degree program proposals (including secondary majors), collaborative program proposals, and discontinued programs to Kansas Board of Regents. Proposals for new or discontinued certificates or minors are retained on-campus.

#### G. Kansas Board of Regents

- a. Procedures and Timelines for New Program Proposals.
  - (1) Any institution proposing a new program must submit the Program Summary Form to Board Staff no less than 45 days prior to the submission of the full proposal. All institutions shall be automatically notified of the proposed program by email. Institutions with preliminary objections to the new program must state those objections in writing to Board Staff

within the 45 day time period. The list of concerns, comments, and objections will be compiled by Board Staff and forwarded to the proposing institution for follow-up.

(2) Institutions may submit proposals for new degrees and majors to the Council of Chief Academic Officers and the Director of Academic Affairs for consideration at any regular meeting of the Council.

(3) Proposals shall be reviewed and considered as a first reading by the Council at its next regularly scheduled meeting. During the review, Council members may question the representative of the proposing institution regarding the proposed program.

(4) The Council shall review and consider the proposal as a second reading at its subsequent regularly scheduled meeting.

(5) The Council of Chief Academic Officers shall convey its recommendation in writing at the next regularly scheduled meeting of the Council of Presidents.

(a) The Council of Chief Academic Officers shall make one recommendation based on a majority roll call vote according to the following voting categories:

- (i) Recommended -- Proposed program merits implementation according to institutional and State priorities.
- (ii) Not Recommended -- Proposed program does not merit Board approval at this time.

(6) The Council of Presidents shall review and consider the proposal at its next regular meeting following action from the Council of Chief Academic Officers.

(7) The Board of Regents will approve or disapprove the proposal at its next regular meeting subsequent to the receipt of a recommendation from the Council of Presidents

(8) The Board of Regents will consider budget requests for new programs no earlier than the June Board meeting following the approval of the new program proposal.

b. New Doctoral and First Professional Programs

Since doctoral and first professional education requires a substantial commitment of resources in the areas of instruction and research, doctoral and first professional education programs, the following process will be employed along with the submission of the required forms:

- Employ three external consultants selected by the President and CEO to review the requesting institution’s ability to deliver the proposed program and to review all similar programs in the system, if there are any.
- Criteria referenced on the required forms shall be followed by the consultants in determining the quality of the proposed program.
- The Council of Chief Academic Officers, the Council of Presidents and the Board shall review the consultant’s report before a final decision regarding the proposed doctoral program is rendered.
- All expenses of the special review shall be borne by the proposing institution.
- Cost of subsequent reviews related to the deficiencies shall be borne by institutions found to have deficient areas.

Steps

*Undergraduate*

<b>New Curriculum                      New Degree Program                      Secondary Majors                      (Complete KBOR Policy Manual Appendix G forms)</b>		
Department/Unit	Notify	Approve
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Unit Faculty		X
College Curriculum Committee		X
College Assessment Review Committee (Assessment Plan)		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
College Dean’s Office	X	
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
COCAO - KBOR - 1st Reading		X
COCAO - KBOR - 2nd Reading		X
COPS		X

BOR		X
Executive Director – KBOR		X
KSU Provost - Notify appropriate parties	X	

<b><i>Discontinued Curriculum Discontinued Degree Program</i></b>		
<b>Department/Unit</b>	<b>Notify</b>	<b>Approve</b>
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
College Dean's Office	X	
Academic Affairs – Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
COCAO - KBOR – Information	X	
Executive Director – KBOR	X	
KSU Provost - Notify appropriate parties	X	

<b><i>Collaborative Degree Programs (Complete KBOR Policy Manual Appendix K form)</i></b>		
<b>Department/Unit</b>	<b>Notify</b>	<b>Approve</b>
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Unit Faculty		X
College Assessment Review Committee (Assessment Plan)		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
College Dean's Office	X	

	Submit materials 10 calendar days prior to meeting	
Academic Affairs - Faculty Senate		X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
SCOCAO - KBOR - 1st Reading		X
COPS	X	
BOR	X	
Executive Director - KBOR		X
KSU Provost Office - Notify appropriate parties	X	

<b>Certificates/Degree name change Minors/Options/Concentrations</b>		
<b>Department/Unit</b>	<b>Notify</b>	<b>Approve</b>
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Unit Faculty		X
College Assessment Review Committee (Assessment Plan for Certificates only)		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
College Dean's Office	X	
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
COCAO – KBOR		Degree Name change or Minors that exceed KBOR criteria
Executive Director – KBOR		Degree Name change or Minors that exceed KBOR criteria
KSU Provost Office - Notify appropriate parties	X	

*Graduate*

<b>New Curriculum New Degree Program (Complete KBOR Policy Manual Appendix G forms)</b>		
<b>Department/Unit</b>	<b>Notify</b>	<b>Approve</b>
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Office of Planning and Analysis	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
Assessment and Review Committee – Assessment Plan		X
Graduate Council Academic Affairs Committee	10th of the Month	X
Graduate School Graduate Council		X
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
COCAO - KBOR - 1st Reading		X
COCAO - KBOR - 2nd Reading		X
COPS		X
BOR		X
Executive Director - KBOR		X
KSU Provost Office - Notify appropriate parties	X	

<b>Discontinued Curriculum Discontinued Degree Program</b>		
<b>Department/Unit</b>	<b>Notify</b>	<b>Approve</b>
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Office of Planning and Analysis	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X

Graduate Council Academic Affairs Committee	10th of the Month	X
Graduate School Graduate Council		X
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
COCAO - KBOR - Information	X	
Executive Director - KBOR	X	
KSU Provost Office - Notify appropriate parties	X	

**Collaborative Degree Programs  
(Complete KBOR Policy Manual Appendix K form)**

<b>Department/Unit</b>	<b>Notify</b>	<b>Approve</b>
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Office of Planning and Analysis	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
Assessment and Review Committee – Assessment Plan		X
Graduate Council Academic Affairs Committee	10th of the Month	X
Graduate School Graduate Council		X
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
SCOCAO - KBOR - 1st Reading		X
COPS	X	
BOR	X	
Executive Director - KBOR		X
KSU Provost Office - Notify appropriate parties	X	

**Certificate/Degree Name Changes  
Minors/Options/Concentrations**

<b>Department/Unit</b>	<b>Notify</b>	<b>Approve</b>
------------------------	---------------	----------------

Unit Course & Curriculum Committee		X
Other Affected Units	X	
Office of Planning and Analysis	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
Assessment and Review Committee – Assessment Plan – certificates only		X
Graduate Council Academic Affairs Committee	10th of the Month	X
Graduate School Graduate Council		X
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
COCAO - KBOR		Degree Name change or Minors that exceed KBOR criteria
Executive Director - KBOR		Degree Name change or Minors that exceed KBOR criteria
KSU Provost Office - Notify appropriate parties	X	

#### Flow Charts

Undergraduate – See Appendix J

Graduate – See Appendix K

#### ***Interdisciplinary Programs***

Interdisciplinary programs involve two or more disciplines. These programs are designed to teach the students to explore the relationship among concepts and solve complex problems from more than one perspective. Interdisciplinary programs can include secondary majors, degree programs, or certificate programs.

#### Flow Charts

Undergraduate – See Appendix N

Graduate – See Appendix O

### New Degree Program Proposal – Check List

<u>Items</u>	Checked
1. Program Identification (CIP code) – Contact Planning and Analysis to determine the Federal ID code that best fits the new program	
2. Narrative – includes: <ul style="list-style-type: none"> <li>✓ Program Description</li> <li>✓ Demand/Need for Program</li> <li>✓ Comparative Advantage</li> </ul>	
3. Curriculum	
4. Faculty Profile <ul style="list-style-type: none"> <li>✓ Include Faculty CVs – may be printed or provide website</li> </ul>	
5. Student Profile	
6. Academic Support – includes: <ul style="list-style-type: none"> <li>✓ Library resources</li> <li>✓ Computing resources</li> </ul>	
7. Facilities and Equipment	
8. Program review, assessment, and accreditation <ul style="list-style-type: none"> <li>✓ Assessment Plan</li> </ul>	
9. Costs, Financing Report	

## Website Outline

Approval and Routing Manual

Calendar

Expedited Review

Steps

Flow Chart

Course Data Sheet Form - Change

Course/Curriculum Approval

Steps

Flow Chart

Course Data Sheet Form – Add

Course Data Sheet Form – Discontinue

Course Data Sheet Form – Change

Curriculum Change Form

New Degree Program

Forms

Steps

Flow Chart

Discontinued Degree Program

Curriculum Change Form

Steps

Flow Chart

Collaborative Degree Program

Form

Steps

Flow Chart

Certificates

Guidelines

Form

Steps

Flow Chart

Options/Minors

Curriculum Change Form

Steps

Flow Chart

## Glossary

*Academic Program:* The program to which a student applies and is admitted and from which the student graduates. Controls many factors at the student level such as academic level, academic load, academic calendar, academic group for tuition calculation purposes, grading scheme, and admissions evaluation scheme. After you establish academic programs, you can create academic plans (which are subdivisions of academic programs) and academic subplans (which are subdivisions of academic plans). *KSU interpretation: Academic program represents the college owning the Plan, whether the Plan is undergraduate or graduate, and whether the Plan is degree or non-degree.*

*Academic Plan:*

An area to study—such as a major, minor, or specialization—that is within an academic program or within an academic career.

*Academic Subplans: (Emphasis, Option, Specialization, Track, Concentration)*

Areas of further specialization within academic plans

*Certificate:* An academic program that emphasizes a focused specialty area of study as part of or beyond the requirements for the B.S., M.S., or Ph.D. degrees. It is designed to increase the knowledge and skills of individuals such as to enhance their employability and opportunities for promotions and salary benefits.

*CIP code – Classification of Instructional Program code:* This is a six digit code used by the federal reporting service to classify programs within general and specific areas. The Office of Planning and Analysis provides suggested CIP codes with a definition which will assist departments in selecting the appropriate code for a new program.

*Collaborative Degree:* Collaborative programs/degrees: Programs/degrees developed and/or approved jointly by more than one institution; students from each participating institution may study parts of the program/degree at the collaborating institution.

*Concurrent Degree:* An approved concurrent and coordinated program whereby a student can complete an undergraduate degree while completing courses for a master's degree or graduate certificate.

*Concurrent Enrollment:* Taking a course during the same semester as another. Abbreviation: Conc.

*Curriculum:* A program of courses that meets the requirements for a degree in a particular field of study, also referred to as a major. A list of requirements for an area of study, generally for an Associate Degree, Bachelor of Arts or a Bachelor of Science degree program.

*Degree Program:* Courses required for completion of a particular degree. A list of requirements for completion of a specific degree, primarily a list of courses in one or more specified areas of study. May include earning a specific grade point average and other accomplishments.

*Discipline:* An area of study representing a branch of knowledge, such as mathematics. A field of study.

*Double Major:* A student may elect to pursue two majors at one time. Two majors pursued by a student at one time.

*Dual Degree:* A student may elect to pursue two degrees at one time. Two degrees which a student has elected to pursue at one time.

*Interdisciplinary Major:* Major that provides study of multiple disciplines rather than the narrower focus required by a major in a single discipline.

*Interdisciplinary Minor:* A minor that provides study of multiple disciplines rather than the narrower focus required by a minor in a single discipline.

*Major:* A program of courses that meets the requirements for a degree in a particular field of study. Major (discipline): “A subject of academic study chosen as a field of specialization... characterized by the majority of courses required at the junior/senior level, generally from a specific academic department.” The subject or subject areas upon which a student chooses to place principal academic emphasis.

*Minor (also referred to by KBOR as a “concentration”):* A systematic program of study in an area of emphasis outside a student’s major. A program of study with a minor emphasis in a field of specialization outside a student’s major field of study. Minors are offered by academic departments and administered by a director, who is a faculty member of the academic department which offers the minor. . . Minors must be completed with the completion of Bachelor of Arts or a Bachelor of Science Degree.

*Option:* An approved group of courses creating a specialty within a major field of study. A formal sub-curriculum approved by the Board of Regents if it exceeds their criteria.

*Program:* An academic plan that is approved by the appropriate governing board and leads to an award, for example, a degree. (BOR Policy & Procedures Manual, p 45)

*Secondary Major:* Interdisciplinary major which must be completed along with a primary major course of study. A secondary field of specialization, generally an interdisciplinary program of study which is completed in addition to a major. These programs are administered by a director and a supervisory committee of faculty representing the various academic departments offering courses for the secondary major.

*Subcurriculum:* A list of requirements as a subset of the requirements for a curriculum which provides a more narrow specific emphasis in the program of study. KSU terms used: discipline, option, specialty area, area of concentration and a pre-professional program.

*UGE Course:* A course which has been approved to fulfill University General Education requirements.

## Appendix A: Course Data Sheet Form - Add

**Kansas State University**

**Course Data Sheet – Add Course  
Full Approval Required**

Subject _____ (i.e. ACCTG)	Catalog Nbr: _____ (i.e. 110)
----------------------------	-------------------------------

**Effective semester for requested action:** Semester \_\_\_\_\_ Year \_\_\_\_\_

Please note the following deadlines:

Course Adds, Drops, and Changes  
effective for:

Fall  
Spring  
Summer

Must be submitted to Faculty Senate  
Academic Affairs prior to:

2<sup>nd</sup> April meeting  
2<sup>nd</sup> September meeting  
2<sup>nd</sup> January meeting

Must be approved by  
Faculty Senate by:

May meeting  
October meeting  
February meeting

**Rationale:** --enter rationale here--

**NEW**

\* = Required Fields

\***Subject** \_\_\_\_\_ **Nbr** \_\_\_\_\_\***Short Title(Description):** Length=30 (use Initial Caps)  
\_\_\_\_\_\***Long Course Title:** Length=100 (use Initial Caps)  
\_\_\_\_\_\***Course Description:** Limit to 340 characters; approximately 50 words  
\_\_\_\_\_\***Credit Hours/Units:** Select one

- Fixed Hours \_\_\_\_\_
- Variable Hours \_\_\_\_\_ to \_\_\_\_\_  
Minimum Maximum

**Course Contact Hours:** \_\_\_\_\_\***Grading Basis:** Select ONE

- Graded (Letter grade; Non-exempt)
- Graded-IH (Letter grade; Exempt)
- Credit/No Credit (Credit/No Credit)
- Student Option (Graded and APassF; Non-exempt)
- Student Option-IH (Graded and APassF; Exempt)

Note: Non-exempt=grades of Incomplete may convert to F  
Exempt=grades of Incomplete will never convert to F

**Repeat for Credit:** Select if applicable:

- CHECKED - student may reenroll to accumulate additional credit
- NOT CHECKED - retake rules apply when student reenrolls

**University General Education:**

- Yes (must submit UGE form – found on the UGE website)
- No

\***Semesters Offered:**

- Fall  Spring  Summer

\***Course Titles:**

Choose from the following and complete appropriate fields:

- TITLE MAY NOT VARY
- VARY BY SECTION

List topics needed:

Topic 1: \_\_\_\_\_

Topic 2: \_\_\_\_\_

Topic 3: \_\_\_\_\_

Topic 4: \_\_\_\_\_

Topic 5: \_\_\_\_\_

- VARY BY STUDENT

\***Academic Group:** Select one of the following

- Specify COLLEGE (AG,AR,AS,BA,ED,EN,HE, TC) \_\_\_\_\_
- VM (Select for all Veterinary Medicine courses)
- UG (Select for Interdisciplinary Undergraduate courses)
- GR (Select for Interdisciplinary Graduate courses)

**\*Academic Career:** Select ONE

- UGRD (000-799)
- GRAD (800-999)

**Enrollment Requirement Group:** List pre-requisites and co-requisites here

- Required  Recommended

Pre-Requisite: \_\_\_\_\_

Co-Requisite: \_\_\_\_\_

**\*Components:** (Choose all that apply)

The course component indicates the parts of the course offering (lecture, lab, seminar, etc). One course offering can have multiple components. Choose ONE to be considered the Graded/Primary/Enrollment component:

Component	Default Section Size
-----------	----------------------

Choose other required components:

_____	_____
_____	_____
_____	_____
_____	_____

- |                       |                      |
|-----------------------|----------------------|
| ACT=Activity          | PRC=Practicum        |
| AUD=Audio             | QZ=Quiz              |
| FLD=Field experience  | REC=Recitation       |
| HLP=Help              | RDG=Readings         |
| IND=Independent Study | RSH=Research         |
| INT=Internship        | SEM=Seminar          |
| LAB=Lab               | SLF=SelfPaced        |
| LEC=Lecture           | STD=Studio           |
| LES=Lessons           | TCH=Student Teaching |
| OTH=Other             |                      |

**For Veterinary Medicine courses only: Course is offered for types of credit** (check all that apply)

- Undergraduate
- Graduate
- Veterinary Medicine

**Additional Information:**

*If you are dividing one course into two or more courses with one course retaining the existing number  
CHANGE for existing course; ADD for new course(s)*

*If you are combining two or more courses into one course with a new number  
ADD for each new course; DROP for old course*

**Course Add Check List**

*Approval Sheet is to be completed and submitted to Faculty Senate Academic Affairs Committee when requesting a course to be added. Approval, where required, should be obtained in the sequence listed below:*

<b>Signatures</b>	<b>Approval Date</b>
_____	_____
<i>Designated Representative, Department Faculty</i>	
_____	_____
<i>Department Head</i>	
_____	_____
<i>Chair, College Course &amp; Curriculum Committee</i>	
_____	_____
<i>College Dean</i>	

-----  
*Only if graduate course (Course # is greater than 599)*

_____	_____
<i>Chair, Graduate Council Subcommittee</i>	
_____	_____
<i>Dean, Graduate School</i>	

_____	_____
<i>Chair, Faculty Senate Academic Affairs</i>	
_____	_____
<i>President, Faculty Senate</i>	
_____	_____
<i>Provost/Vice President Academic Affairs</i>	

## Appendix B: Course Data Sheet Form - Discontinue

**Kansas State University**

### Course Data Sheet – Discontinue Course Full Approval Required

<input type="checkbox"/> <b>Drop Course</b>		
Subject _____ (i.e. ACCTG)	Catalog Nbr: _____ (i.e. 110)	Course Id: _____

**Effective semester for requested action:** Semester \_\_\_\_\_ Year \_\_\_\_\_

Please note the following deadlines:

Course Adds, Drops, and Changes  
effective for:

Fall  
Spring  
Summer

Must be submitted to Faculty Senate  
Academic Affairs prior to:

2<sup>nd</sup> April meeting  
2<sup>nd</sup> September meeting  
2<sup>nd</sup> January meeting

Must be approved by  
Faculty Senate by:

May meeting  
October meeting  
February meeting

**Rationale:** --enter rationale here--

*Additional Information:*

*If you are combining two or more courses into one course*

*DROP for course not being retained; CHANGE for course being retained*

*If you are combining two or more courses into one course with a new number*

*ADD for each new course; DROP for old course*

**Course Delete Check List**

*Approval Sheet is to be completed and submitted to Faculty Senate Academic Affairs Committee when requesting a course to be discontinued. Approval, where required, should be obtained in the sequence listed below:*

<b>Signatures</b>	<b>Approval Date</b>
_____	_____
<i>Designated Representative, Department Faculty</i>	
_____	_____
<i>Department Head</i>	
_____	_____
<i>Chair, College Course &amp; Curriculum Committee</i>	
_____	_____
<i>College Dean</i>	

-----  
*Only if graduate course (Course # is greater than 599)*

_____	_____
<i>Chair, Graduate Council Subcommittee</i>	
_____	_____
<i>Dean, Graduate School</i>	

-----

_____	_____
<i>Chair, Faculty Senate Academic Affairs</i>	
_____	_____
<i>President, Faculty Senate</i>	
_____	_____
<i>Provost/Vice President Academic Affairs</i>	



**\*Semesters Offered:**

Fall  Spring  Summer  Fall  Spring  Summer

**\*Course Titles:**

Choose from the following and complete appropriate fields:

TITLE MAY NOT VARY

VARY BY SECTION

List topics needed:

Topic 1: \_\_\_\_\_  
 Topic 2: \_\_\_\_\_  
 Topic 3: \_\_\_\_\_  
 Topic 4: \_\_\_\_\_  
 Topic 5: \_\_\_\_\_

TITLE MAY NOT VARY

VARY BY SECTION

Add topics:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Note: Topics created here are available for assignment to individual Class Sections when scheduling class sections

VARY BY STUDENT

VARY BY STUDENT

**\*Academic Group:** Select one of the following

- Specify COLLEGE (AG,AR,AS,BA,ED,EN,HE, TC) \_\_\_\_\_
- VM (Select for all Veterinary Medicine courses)
- UG (Select for Interdisciplinary Undergraduate courses)
- GR (Select for Interdisciplinary Graduate courses)

- Specify COLLEGE \_\_\_\_\_
- VM
- UG
- GR

**\*Academic Career:** Select ONE

- UGRD (000-799)
- GRAD (800-999)

- UGRD (000-799)
- GRAD (800-999)

**Enrollment Requirement Group:** List pre-requisites and co-requisites here

Required  Recommended  Required  Recommended  
 Pre-Requisite: \_\_\_\_\_ Pre-Requisite: \_\_\_\_\_  
 Co-Requisite: \_\_\_\_\_ Co-Requisite: \_\_\_\_\_

**\*Components:** (Choose all that apply)

The course component indicates the parts of the course offering (lecture, lab, seminar, etc). One course offering can have multiple components. Choose ONE to be considered the Graded/Primary/Enrollment component:

Component	Default Section Size	Component	Default Section Size
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- ACT=Activity
- AUD=Audio
- FLD=Field experience
- HLP=Help
- IND=Independent Study
- INT=Internship
- LAB=Lab
- LEC=Lecture
- LES=Lessons
- OTH=Other
- PRC=Practicum
- QZ=Quiz
- REC=Recitation
- RDG=Readings
- RSH=Research
- SEM=Seminar
- SLF=SelfPaced
- STD=Studio
- TCH=Student Teaching

**For Veterinary Medicine courses only: Course is offered for types of credit (check all that apply)**

- Undergraduate  Undergraduate
- Graduate  Graduate
- Veterinary Medicine  Veterinary Medicine

*Additional Information:*

*If you are dividing one course into two or more courses with one course retaining the existing number  
CHANGE for existing course; ADD for new course(s)*

*If you are combining two or more courses into one course  
DROP for course not being retained; CHANGE for course being retained*

*If you are combining two or more courses into one course with a new number  
ADD for each new course; DROP for old course*

<input type="checkbox"/> <b>Change Course</b> Then check all that apply:		
Current Subject _____	Catalog Nbr: ____ (i.e. 110)	Course Id: _____
<input type="checkbox"/> a. Course Subject/Number Change	New Subject/Nbr _____	
<input type="checkbox"/> b. Title change		
<input type="checkbox"/> c. Credit Hours Change (Units)		
<input type="checkbox"/> d. University General Education		
<input type="checkbox"/> e. Academic Group		
If you have checked any items a-e above, then this course change must go through the FULL approval process		
<input type="checkbox"/> f. Course Description: changes in description to update practices or terminology; minor editing changes		
<input type="checkbox"/> g. Pre-requisite/Co-requisite changes		
<input type="checkbox"/> h. Semesters Offered		
If you have checked only items in f-h , then this course change may go through the EXPEDITED approval process		
<input type="checkbox"/> Course Number is < 600	→ use EXPEDITED UNDERGRADUATE approval process	
<input type="checkbox"/> Course Number is 600 or above	→ use EXPEDITED GRADUATE approval process	
If you have NOT checked any items in a-h above, then this course change needs DEPARTMENT approval only. Department may submit this form directly to Enrollment Services for processing		
Fill out ALL sections in NEW/CURRENT columns.		
Fill out CHANGE TO sections for ONLY the items that are changing.		

- Approval Required:**
- Full
  - Expedited Undergraduate
  - Expedited Graduate
  - Department

## Course Change Check List

Approval Sheet is to be completed and submitted to Faculty Senate Academic Affairs Committee when requesting a course to be changed. Approval, where required, should be obtained in the sequence listed below:

<b>Signatures</b>	<b>Approval Date</b>
_____	_____
<i>Designated Representative, Department Faculty</i>	

_____	_____
<i>Department Head</i>	

### Stop: Department Only

_____	_____
<i>Chair, College Course &amp; Curriculum Committee</i>	

_____	_____
<i>College Dean</i>	

### Stop: Expedited Undergraduate Course

-----  
 Only if graduate course (Course # is greater than 599)

_____	_____
<i>Chair, Graduate Council Subcommittee</i>	

_____	_____
<i>Dean, Graduate School</i>	

### Stop: Expedited Graduate Course

### Required for Full Approval:

_____	_____
<i>Chair, Faculty Senate Academic Affairs</i>	

_____	_____
<i>President, Faculty Senate</i>	

_____	_____
<i>Provost/Vice President Academic Affairs</i>	

**Appendix D: Curriculum Change Form**

**Curriculum Change Form**

**Effective semester for requested action:** Semester \_\_\_\_\_ Year \_\_\_\_\_

Please note the following deadlines:

Curriculum Changes effective for:

- Fall
- Spring
- Summer

Must be submitted to Faculty Senate

Academic Affairs prior to:

- 2<sup>nd</sup> April meeting
- 2<sup>nd</sup> September meeting
- 2<sup>nd</sup> January meeting

Must be approved by

Faculty Senate by:

- May meeting
- October meeting
- February meeting

**Rationale:** --enter rationale here--

Entire curriculum, curriculum description or admission criteria must be shown below.

<p>From: Current list of courses for the curriculum, curriculum description, and admission criteria.</p> <p>Strike through deleted courses or wording within the curriculum description or admission criteria.</p>	<p>To: Proposed list of courses for the curriculum, curriculum description, and admission criteria.</p> <p>Underline new courses, edited version of the curriculum description or admission criteria.</p>
--	---

### Curriculum Change Check List

Approval Sheet is to be completed and submitted to Faculty Senate Academic Affairs Committee when requesting curriculum change. Approval, where required, should be obtained in the sequence listed below:

<b>Signatures</b>	<b>Approval Date</b>
_____	_____
<i>Designated Representative, Department Faculty</i>	
_____	_____
<i>Department Head</i>	
_____	_____
<i>Chair, College Course &amp; Curriculum Committee</i>	
_____	_____
<i>College Dean</i>	

-----  
*Only if graduate curriculum*

_____	_____
<i>Chair, Graduate Council Subcommittee</i>	
_____	_____
<i>Dean, Graduate School</i>	

_____	_____
<i>Chair, Faculty Senate Academic Affairs</i>	
_____	_____
<i>President, Faculty Senate</i>	
_____	_____
<i>Provost/Vice President Academic Affairs</i>	

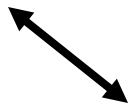
**Appendix E**  
**Undergraduate Course/Curriculum**  
**Change Flowchart**  
**(All courses 599 level or below)**  
**New, Change, Discontinue**  
**Within College Only**  
**Expedited Review**

Curriculum review committee – Department

Includes:

1. rename a course,
2. change course description,
3. change course #,
4. change options,
5. change curriculum (does not affect another college), or
6. change pre-requisite within a college

*Development*



Unit Curriculum Committee

*Vote*



Unit Faculty

*Vote*



College Curriculum Committee

*Vote*



Registrar's Office



College Dean's Office

*Notify*



Notification to University General Education Council (If appropriate)



Departments and other units

*Notify*

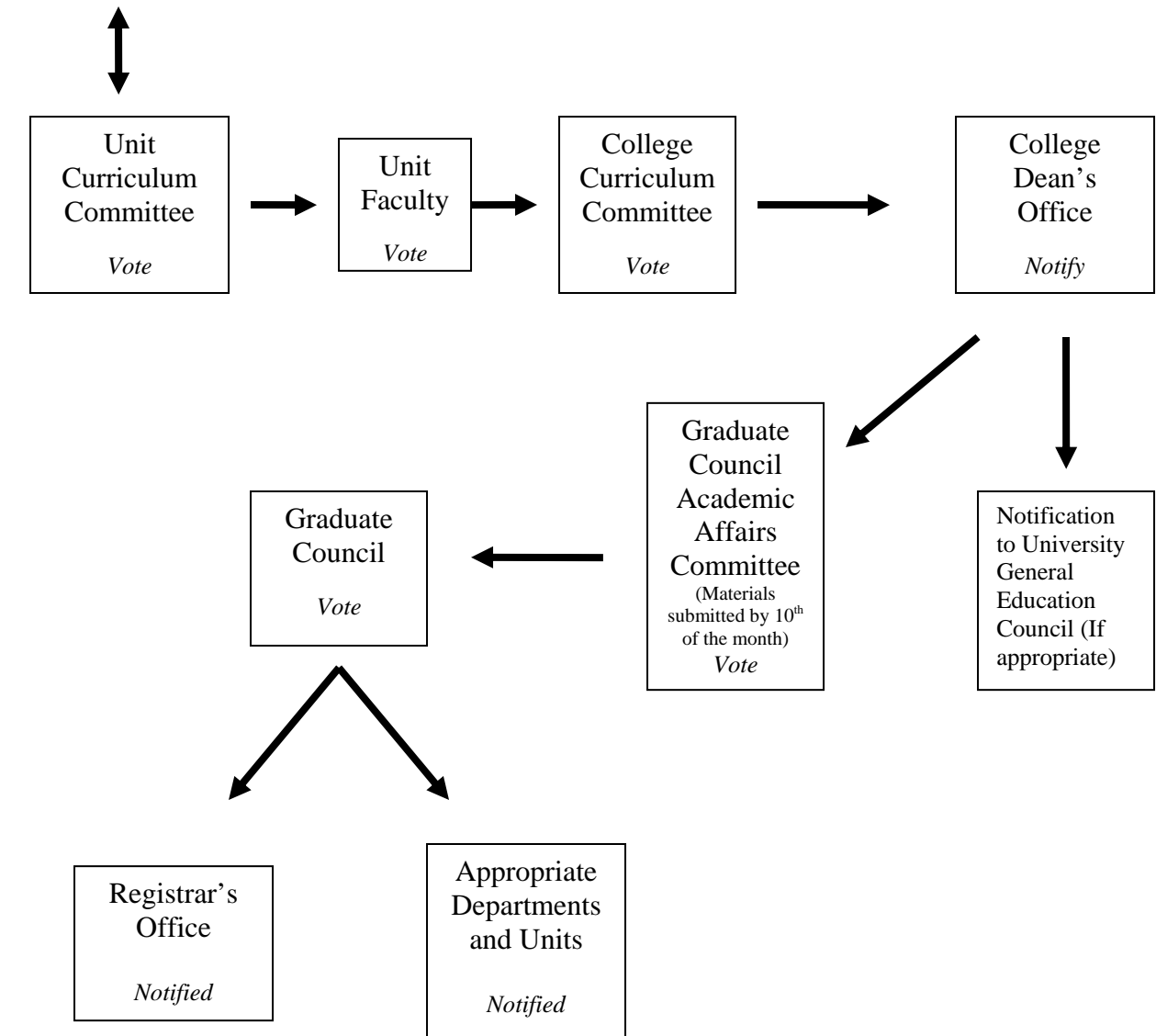
## Appendix F Graduate Course/Curriculum Change Flowchart (All courses 600 level or above) New, Change, Discontinue Within College Only Expedited Review

**Curriculum  
review  
committee –  
Department**

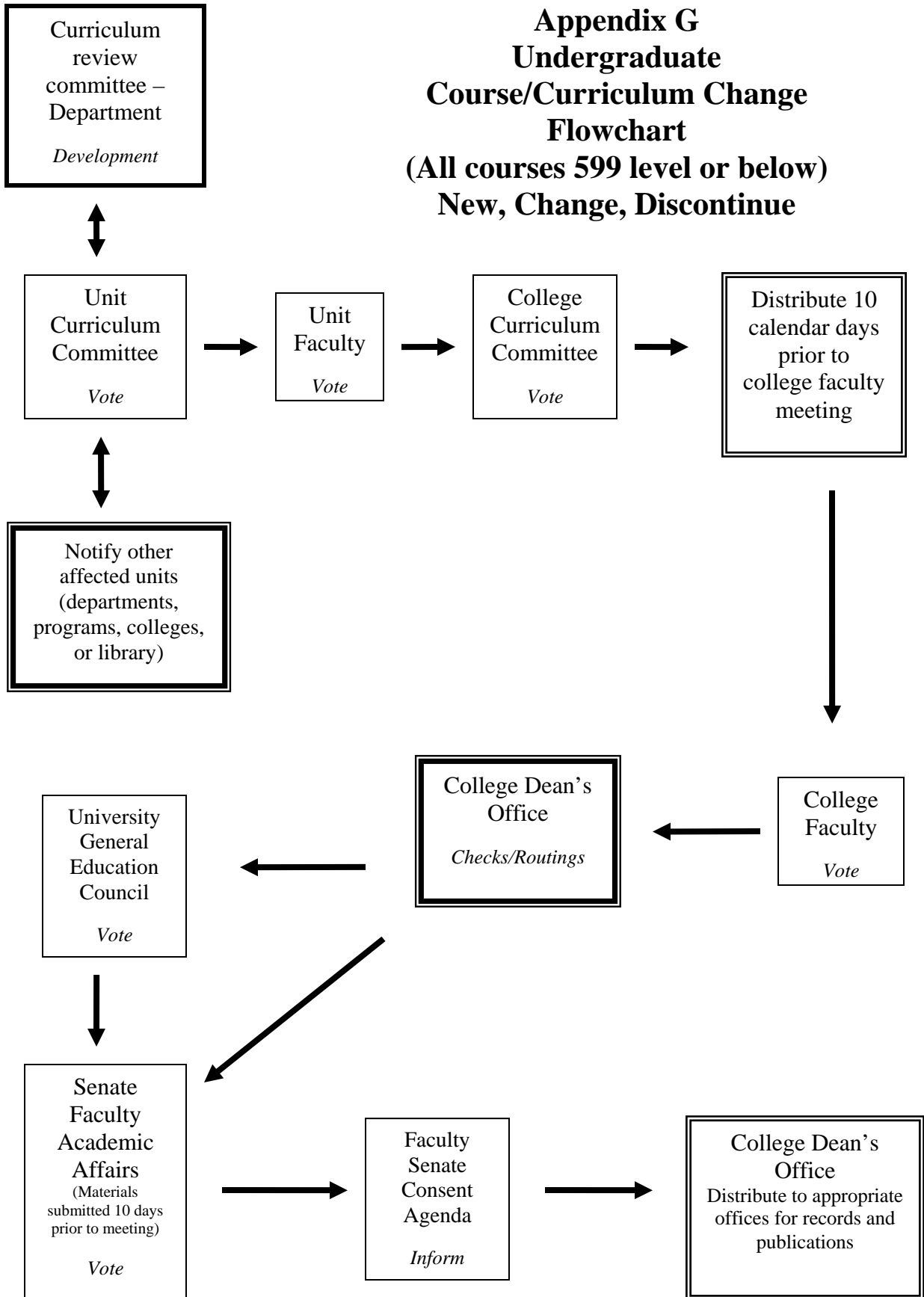
Includes:

1. rename a course,
2. change course description,
3. change course #,
4. change options,
5. change curriculum (does not affect another college), or
6. change pre-requisite within a college

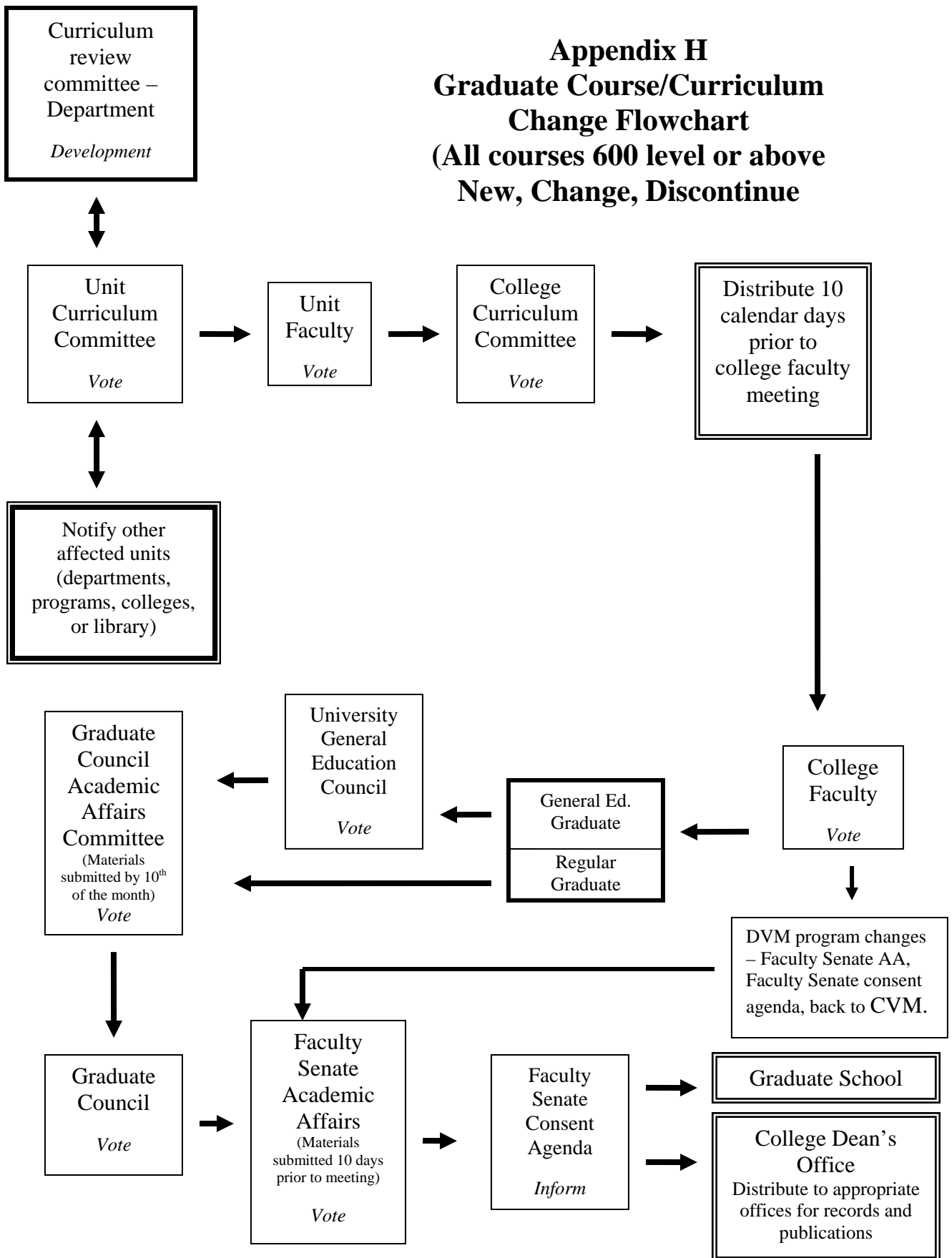
*Development*



**Appendix G  
Undergraduate  
Course/Curriculum Change  
Flowchart  
(All courses 599 level or below)  
New, Change, Discontinue**



## Appendix H Graduate Course/Curriculum Change Flowchart (All courses 600 level or above New, Change, Discontinue)



## **Appendix I: New Academic Program – Appendix G – Kansas Board of Regents**

### **1. BOARD APPROVAL OF NEW ACADEMIC PROGRAMS**

Board of Regents [Policy Manual](#) [Academic Affairs 7.d.(2)(b)] stipulates that Board approval is required for the establishment of new degree programs. When the Board considers the establishment of a new degree program or major, information regarding its need, quality, cost and means of assessment become paramount. This document outlines the policies, procedures and criteria the Board utilizes when reviewing requests for new academic degrees and majors. The following format and guidelines should be followed in an institution's proposal for a new degree or major.

### **2. NEW PROGRAM PROPOSALS**

#### **a. Procedures and Timelines for New Program Proposals.**

(1) Institutions must submit the Program Summary Form to board staff no less than 45 days prior to the submission of the full proposal. All institutions shall be automatically notified of the proposed program by email through the Program Inventory Database. Institutions with concerns, comments or objections to the new program must state those preliminary concerns, comments or objections in writing to Board Staff within 45 day time period. This notification is intended to alert the initiating institution that concerns, comments or objections to approval may occur during the more formal deliberation process. At that time institutions shall submit, in writing, a list of concerns, comments or objections to Board staff. The list of concerns, comments and objections will be compiled by Board staff and forwarded to the proposing institution for follow-up. An initiation institution is expected to communicate with other institutions filing concerns, comments or objections to minimize or eliminate the identified issues. Final proposals must contain all required information including evidence that concerns, comments or objections have been addressed and be submitted in the approved format. This process shall not prevent an institution from submitting a new program proposal, but it is designed to make the approval process more transparent, improve proposals and reduce potential conflict related to unnecessary duplication.

The Board President and CEO, or designee, shall determine if each proposed program is similar to others in the state and may serve the same potential student population. A similar program is one that has a like CIP code, title, content or competencies. If the President and CEO, or designee, determines that one or more similar programs exist, the following information shall be provided by the institution.

- Whether the institution has a valid inability to offer the program collaboratively. This will be determined by geographic proximity of similar programs eligible for collaboration, the transportability of existing programs to the proposed population, and if the proposed program varies to an extent that would not allow collaboration.
- What the level of interest of new students in the program is. This will be determined by the number of students interested as described in Appendix G,

4.a.2, and through survey analysis that shows student interest will support or sustain the program for an excess of three years.

- What the existing and future labor market demand for graduates of the program is and will be. This will be based on the Kansas Job Vacancy survey and Kansas Department of Labor statistics for a specific job title. This will also be based on the number of projected students that would be required to sustain the proposed program for a minimum of three years.
- What the student enrollment levels in existing similar programs are. This will be based on the number of vacancies in currently approved programs.
- Whether student waiting lists for similar programs exist. This will be based on the number of students that cannot be accommodated in the existing programs within one year or that cannot be accommodated by expanding existing programs.
- Whether sufficient clinical sites are available (if applicable to the program)

Board staff shall compile, analyze and make recommendations to the Board on the information provided. The recommendations and information provided shall be reviewed by the Board Academic Affairs Standing Committee to determine whether the program represents unnecessary program duplication before forwarding the proposal to the full Board for approval.

(2) Institutions may submit proposals for new degrees and majors to the Council of Chief Academic Officers and the Director of Academic Affairs for consideration at any regular meeting of the Council. At the time of original notification to board staff and prior to Council consideration, the institutional representative shall enter the degree and majors into the Program Inventory Database.

(3) Proposals shall be reviewed and considered as a first reading by the Council at its next regularly scheduled meeting. During the review, Council members may question the representative of the proposing institution regarding the proposed program. Council members will also consider any comments, suggestions or concerns received by board staff. In addition, Council members will consider how the comments, suggestions and concerns have been addressed.

(4) The Council shall review and consider the proposal as a second reading at its subsequent regularly scheduled meeting.

(5) The Council of Chief Academic Officers shall convey its recommendation in writing at the next regularly scheduled meeting of the Council of Presidents.

(a) The Council of Chief Academic Officers shall make one recommendation based on a majority roll call vote according to the following voting categories:

- |                      |  |
|----------------------|--|
| (i) Recommended      | -- Proposed program merits implementation according to institutional and State priorities. |
| (ii) Not Recommended | -- Proposed program does not merit Board approval at this time.                            |

(6) The Council of Presidents shall review and consider the proposal at its next regular meeting following recommendation from the Council of Chief Academic Officers.

(7) The Board of Regents will approve or disapprove the proposal at its next regular meeting subsequent to the receipt of a recommendation from the Council of Presidents

b. Board of Regents Policy Manual [Academic Affairs 7.d.(3)(a) and (b)] governs the approval of new doctoral degrees. These policies stipulate the processes through which Regents universities may propose doctoral degrees and how they will be reviewed. Proposals for doctoral degrees should be prepared according to the format described in this document.

### 3. FORMAT FOR THE NEW PROGRAM PROPOSAL

New Program Proposals shall be submitted according to the following format.

a. The New Program Proposal shall begin with a section entitled, "Basic Program Information" and include the following information:

- (1) Proposing institution;
- (2) Title of proposed program;
- (3) Degree(s) to be offered;
- (4) Anticipated date of implementation;
- (5) Responsible department(s) or unit(s); and
- (6) Center for Education Statistics (CIP) code associated with the program.

### 4. PROGRAM PROPOSAL NARRATIVE

The New Program Proposal shall include a section entitled "Program Proposal Narrative" and include responses to the following questions and requests for information:

a. Program Need and Student Characteristics. Program proposals shall establish clearly the need for the proposed program. Need for a proposed program shall be judged on the basis of the following criteria:

- (1) Is the program central to the mission of the institution?
  - . The proposed program shall be centrally related to the Board approved Mission Statement of the institution.
  - . The proposed program shall be included in the list of programs identified for development in the institution's statement of aspiration as approved by the Board in February, 1993, or the proposal shall discuss the rationale for amending the Statement of Aspiration.

(2) What is the student demand for the program?

The volume of student demand for the proposed program shall be demonstrated through some form of disciplined survey analysis.

Student demand shall be demonstrated to be at a sufficient volume to justify the program. Normally three years after inception of the program, doctoral programs should have five students, master's programs should have 20 students, and baccalaureate programs should have 50 students.

(3) What is the demand for graduates of this program?

The proposal shall demonstrate specific job opportunities or other post-collegiate experiences for graduates of this program.

(4) What are the location and comparative advantages of this program?

The proposal shall discuss and compare similar programs in other institutions in the Regents system and related programs in the same institution.

The proposal shall discuss and compare similar programs in the region and compare their quality with the program under consideration.

The proposal shall demonstrate why the program should be located at the proposing institution.

The proposal shall consider and demonstrate the advantages and disadvantages of program being a freestanding, cooperative or joint program.

The proposal shall state where the institution ranks the proposed program in its list of priorities. The proposal shall state how this determination has been made.

The proposal shall state the importance of establishing this particular program vis-a-vis other program alternatives.

(5) What are the characteristics of the students who will participate in this proposed program?

The characteristics of the pool from which students of this proposed program will be drawn shall be described.

The specific procedures and criteria for admission into this proposed program shall be described.

The specific opportunities for student interaction shall be described.

- b. Curriculum of the Proposed Program. Program proposals will be expected to describe the curriculum of the proposed program. The curriculum of the proposed program shall be judged on the basis of the following criteria:

(1) What is the curriculum of the proposed program?

- . Describe the more important academic objectives of the proposed program, including the range of skills and knowledge future graduates will possess.
- . The course work required of all students who major in this program shall be described. Attachment I, the curricular outline form, shall be completed.
- . Internships and practica required of students in this program shall be described.

- c. Program Faculty. Program proposals shall establish clearly the requirements, costs and quality of the faculty for the program.

(1) What is the quality of the faculty?

- . The instructional staff shall consist of a sufficient number of permanent faculty appropriately qualified for the level of instruction. Three years after their inception, programs should be staffed according to the following guidelines:

Bachelors Program - 3 with Ph.D. or appropriate terminal degree;  
Masters Program 3 additional faculty with Ph.D. or appropriate terminal degree; Specialists and Doctoral Programs two additional faculty with Ph.D. or appropriate terminal degree.

- . The proposal shall differentiate core faculty from others who teach in the program.
- . The instructional staff shall consist of faculty whose academic specializations are appropriate to the new degree program.
- . The instructional staff shall consist of faculty whose academic, instructional and scholarly accomplishments suggest that the proposed program will be of high quality and appropriate to the institution's mission, role and aspirations.
- . Identify other teaching requirements outside the proposed program assigned to core faculty. Also identify the proportion of their assignments devoted to the proposed program.
- . The number, qualifications and rank of proposed new faculty shall be identified.
- . The cost of proposed new faculty shall be identified, along with expected timelines for their employment by the institution.

- . The proposal shall include curriculum vitae of all faculty delivering courses for the proposed major.

(2) How many graduate assistants will serve the program?

- . The proposal shall identify any necessary graduate positions and budgeted salaries.

d. Academic Support. Program proposals shall establish clearly the requirements, costs and quality of the academic support services for the program.

(1) What are the academic support services for this program?

- . The advising services, library, audio-visual and academic computing resources shall be of sufficient volume and quality to support the program effectively.

(2) What new library materials and other forms of academic support are required beyond normal additions?

- . The expected number of library acquisitions shall be identified with anticipated costs. Essentially, all new curricula, programs, and similar projects must include specified description of the new library resources and/or services required by the new program.

- . New or enhanced forms of academic support shall be identified with the anticipated costs.

(3) What new supporting staff will be required beyond normal additions?

- . The proposal shall list support staff requirements and budgeted salaries.

e. Facilities and Equipment. Program proposals shall establish clearly the requirements, costs and quality of the facilities and equipment for the program.

(1) What are the anticipated facilities requirements (existing, renovated or new)?

- . Space requirements shall be sufficient to the instructional and laboratory needs of the program. The facilities needed for the delivery of a high quality program shall be itemized.

- . Renovated or new facilities shall carry a fiscal note, identifying necessary work and additional costs.

- . Sources of funding for renovation and new construction shall be identified.

(2) What new equipment will be required beyond normal additions?

- . Equipment requirements shall be sufficient to the instructional and laboratory needs of the program. A statement shall be made about the equipment needed for the delivery of a high quality program.
- . The proposal shall itemize available inventory, including equipment condition and life-span.
- . The proposal shall itemize new equipment needs.

(3) What are the technology needs, if applicable?

Describe the network, server, and online support needs associated with an online degree program.

The proposal shall itemize technology costs.

- f. Program Review, Assessment and Accreditation. Program proposals shall establish clearly the institution's plan to monitor, maintain and enhance the quality and effectiveness of the program. A formal Assessment Plan must be submitted with the proposal. For undergraduate programs, this plan must also have been approved by the College Assessment Review Committee and for graduate programs, the Assessment and Program Review Committee of Graduate Council.

- (1) What program review process or evaluation methods will be used to review the program?
- (2) What student learning outcomes measures will be used to assess the program's effectiveness?
- (3) What are the institution's plans regarding program accreditation?

- . The program shall identify the specialized accrediting agency where applicable.

- The proposal shall identify institutional plans to have the program accredited, including timelines and projected costs of achieving and maintaining accreditation.

5. FORMS TO ACCOMPANY PROPOSAL

There are three forms that will be prepared and submitted with the proposal:

- a. Summary of Proposed Academic Program
- b. Curriculum Outline for Proposed Academic Program
- c. Fiscal Summary for Proposed Academic Program (2-15-01)

## New Degree Request - \*University Name\*

<u>Criteria</u>	<u>Program Summary</u>
1. Program Identification (CIP code)	
2. Academic Unit	
3. Program Description	
4. Demand/Need for the Program	
5. Comparative /Locational Advantage	
6. Curriculum	
7. Faculty Profile	
8. Student Profile	
9. Academic Support	
10. Facilities and Equipment	
11. Program Review, Assessment, Accreditation – formal assessment plan.	
12. Costs, Financing	

**CURRICULUM OUTLINE  
NEW DEGREE PROPOSALS  
Kansas Board of Regents**

**I. Identify the new degree:**

---

**II. Provide courses required for each student in the major:**

	<b>Course Name &amp; Number</b>	<b>Credit Hours</b>
<b>Core Courses</b>	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
<b>Electives</b>	_____	_____
	_____	_____
	_____	_____
<b>Research</b>	_____	_____
	_____	_____
<b>Practica</b>	_____	_____
	_____	_____
	_____	_____
	<b>Total</b>	_____

IMPLEMENTATION YEAR

FY \_\_\_\_\_

Fiscal Summary for Proposed Academic Programs

Institution: \_\_\_\_\_

Proposed Program: \_\_\_\_\_

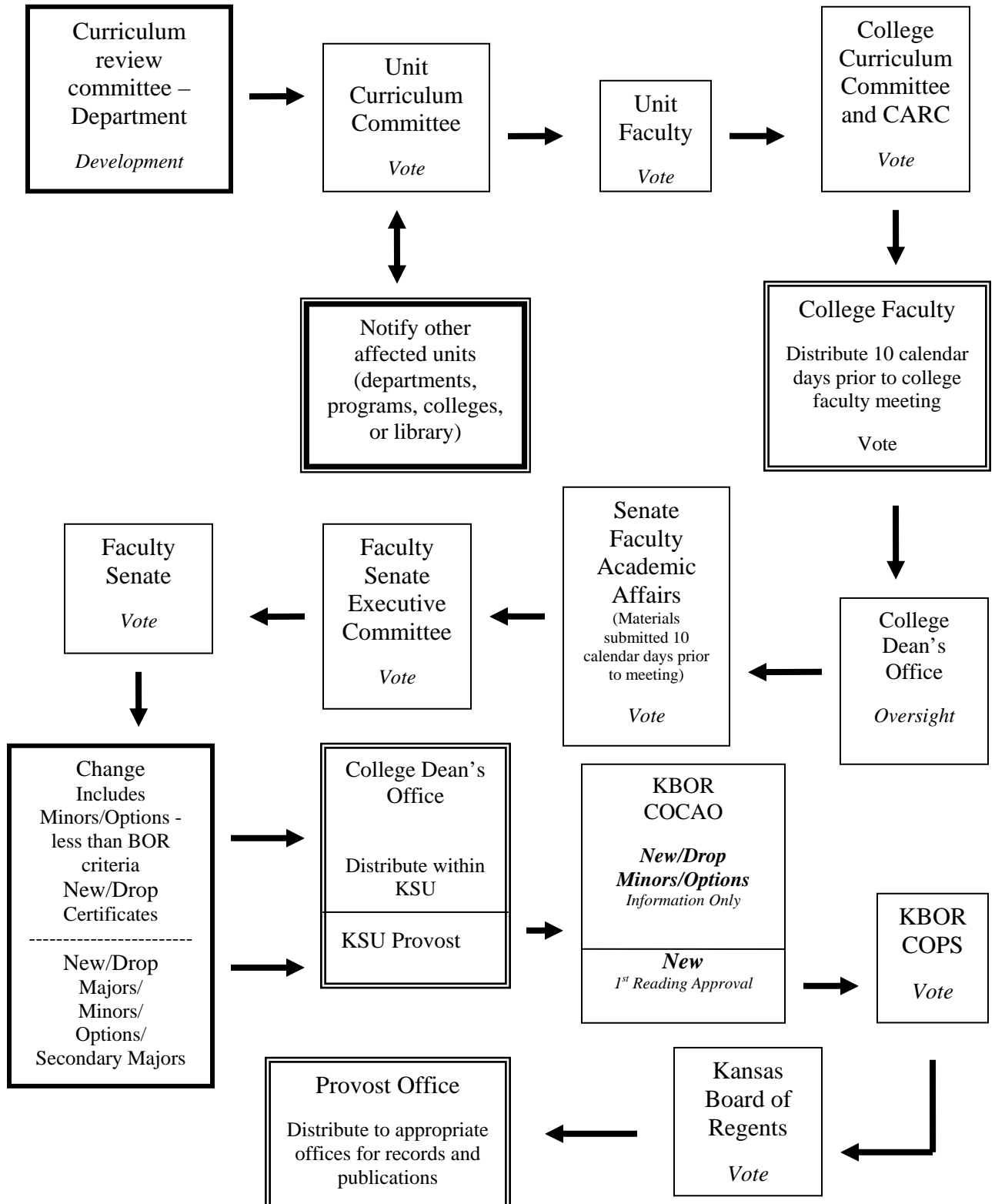
Part I. Anticipated Enrollment	Implementation Year		Year 2		Year 3	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
A. Full-time, Part-time Headcount:						
B. Total SCH taken by all students in program						
<b>Part II. Program Cost Projection</b>						
A. In <u>implementation</u> year one, list all identifiable General Use costs to the academic unit(s) and how they will be funded. In subsequent years, please include only the additional amount budgeted.						
	Implementation Year	Year 2		Year 3		
<u>Base Budget</u> Salaries						
OOE						
Total						

Indicate source and amount of funds if other than internal reallocation:

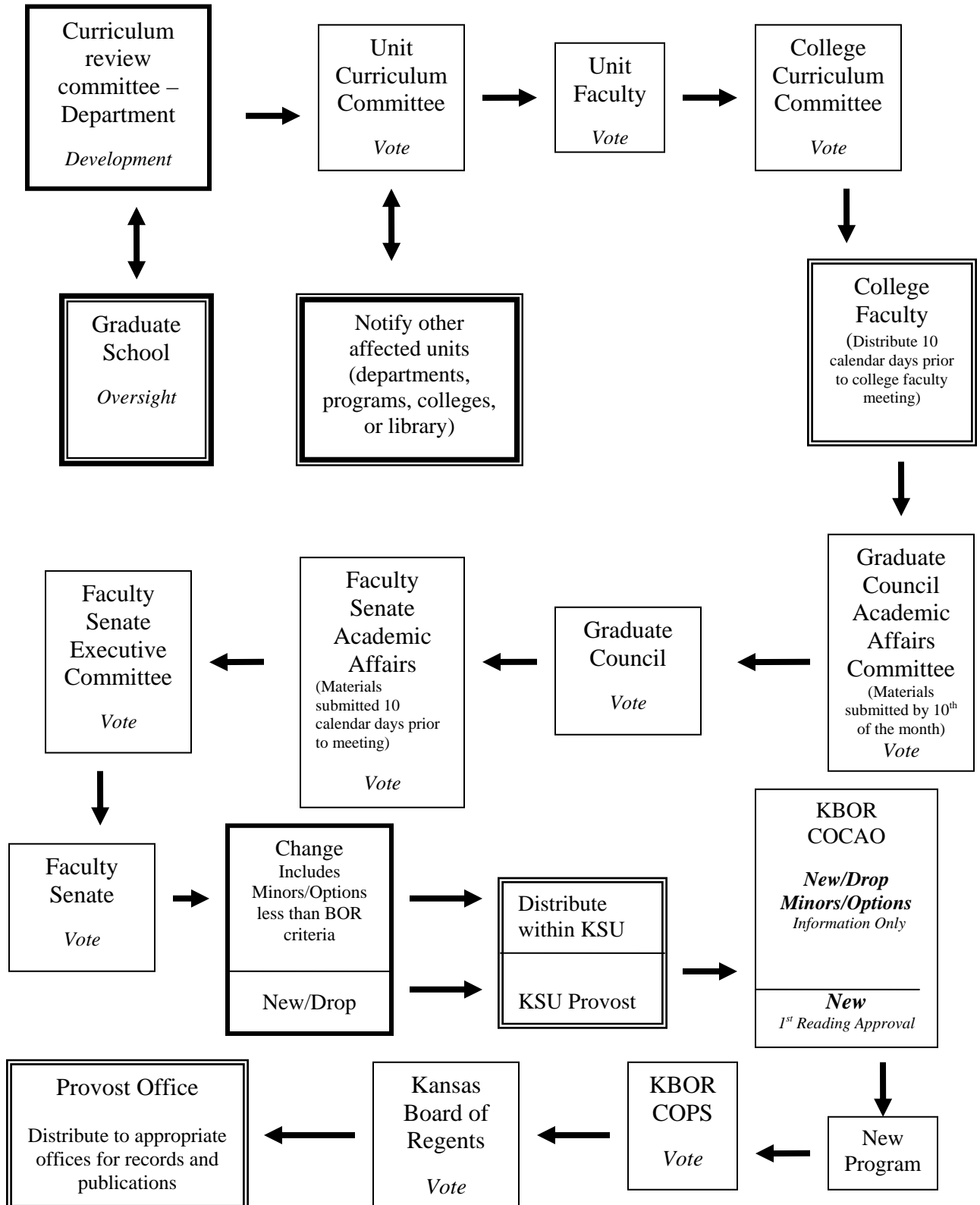
Approved: \_\_\_\_\_

Form Revised: September 2003

## Appendix J Undergraduate Curriculum/Program Flowchart (Includes Secondary Majors and Certificates) New, Change, Discontinue



## Appendix K Graduate Curriculum/Program/Certificates Flowchart New, Change, Discontinue



**Appendix L: Collaborated Academic Program – Appendix K – Kansas Board of Regents**

**COLLABORATIVE PROGRAM/DEGREE PROCEDURES**

Proposals for collaborative programs/degrees must include the following and should be limited to two pages:

- (a) A brief description of the nature of the collaboration and the benefits to Kansas
- (b) Lists of partners in the collaboration and degrees/certificates (if any) to be conferred by each partner
- (c) Description of faculty load and faculty compensation for each partner
- (d) Tuition/fees for each partner
- (e) Description of student support services provided by each partner
  - (1) Academic Advising
  - (2) Financial Aid
  - (3) Access to facilities
  - (4) Transcribing procedures
- (f) Plans for joint use of facilities
- (g) Plans for joint purchase and/or maintenance of facilities (1-19-05)

## Appendix M: New certificate programs

### KSU Certificate Program Proposal

A KSU “Certificate” program emphasizes a focused specialty area of study as a part of or beyond the requirements for bachelors, masters, and doctoral degrees.

It must increase the knowledge and skills of individuals.

It must be validated by specified assessment processes.

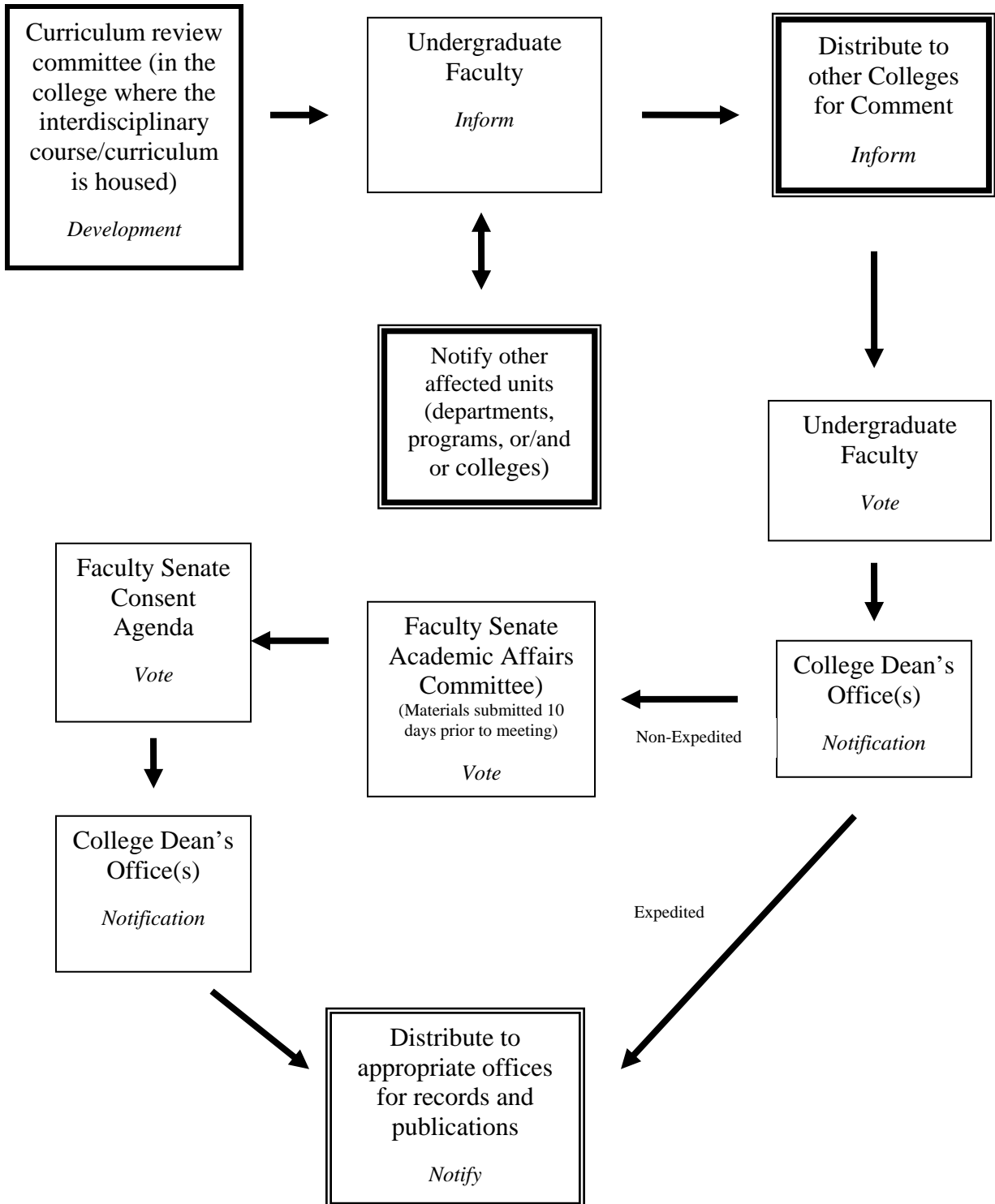
The department and college that provide a certificate program must provide for approval the:

1. Purpose,
2. Requirements,
3. Desired outcomes,
4. Assessment Plan,
5. Estimated budget and staff required, and
6. Evidence of approval of their certificate program through internal academic channels.

For graduate certificate programs, see

<http://www.k-state.edu/grad/gscurrent/handbook/chap4.htm>

## Appendix N Interdisciplinary Undergraduate Course/Curriculum Change Flowchart



## Appendix O Interdisciplinary Graduate Course/Curriculum Change Flowchart

