For more detailed information, view the BOR Policy Manual and their Academic Affairs page:
http://www.kansasregents.org/academic_affairs/new_program_approval
http://www.kansasregents.org/about/policies_by_laws_missions/board_policy_manual/chapter_ii_governance_state_universities?showall=&start=7

**Program Proposal Contents:**

<table>
<thead>
<tr>
<th>Additional items to include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____Proposing institution</td>
</tr>
<tr>
<td>_____Title of proposed program</td>
</tr>
<tr>
<td>_____Degree(s) to be offered</td>
</tr>
<tr>
<td>_____Anticipated date of implementation</td>
</tr>
<tr>
<td>_____Responsible department(s) or unit(s)</td>
</tr>
<tr>
<td>_____CIP Code (contact Office of Planning and Analysis)</td>
</tr>
</tbody>
</table>

**Narrative (document should be in electronic format)**

**Program need and student characteristics**

1. Centrality to mission
   - _____Mission Statement
   - _____Statement of aspiration

2. Student demand
   - _____Volume of student demand—disciplined survey analysis
   - _____Bachelor’s: 50 students after 3 years
   - _____Master’s 20 students after 3 years
   - _____Ph.D. 5 students after 3 years

3. Demand for graduates
   - _____Specific job opportunities or post-collegiate experiences

4. Locational and comparative advantages
   - _____Comparison to similar program in the Regents system and same institution
   - _____Comparison with similar regional programs
   - _____Demonstration of reason for being at this institution
   - _____Demonstration of the advantages & disadvantages of program being a freestanding, cooperative, or joint program including collaborative degree options
Location of program in institution’s list of priorities
How priority determination has been made
Importance of establishing this program vis-à-vis other program alternatives

5. Student characteristics
Characteristics of pool from which students will be selected
Specific procedures and criteria for admission
Specific opportunities for student interaction

Curriculum
1. What is the curriculum
Description of the more important academic objectives
Range of skills future graduates will possess
Knowledge future graduates will possess
Required internships and practica

Program faculty
1. Quality
Bachelor’s: 3 Ph.D.
Master’s: 3 additional Ph.D.
Specialist/Ph.D.: 2 additional
Differentiation of core faculty and others
Appropriate academic specializations
Teaching requirements outside the program assigned to core faculty
Proportion of assignments devoted to the proposed program
Number, qualifications, and rank of faculty
CVs or link to website with these

2. Graduate assistants
Identification of necessary graduate positions
Budgeted salaries for Gas

Academic support
1. Academic support services
2. New academic support necessary
   _____Number of library acquisitions
   _____New or enhanced academic support

3. New supporting staff
   _____Staff requirements
   _____Budgeted salaries

Facilities and equipment
1. Anticipated facilities requirement (existing, renovated or new)
   _____Sufficient space
   _____Fiscal note for renovated or new facilities, with necessary work and additional costs
   _____Sources of funding for renovation and new construction

2. New equipment
   _____Sufficient equipment
   _____Itemization of available inventory
   _____Equipment condition
   _____Equipment life span
   _____Itemization of new equipment needs

Program review, assessment and accreditation
_____Program review process or methods used
_____Student learning outcomes measures
_____Specialized accrediting agency
_____Institutional plans to have the program accredited
_____Timelines for accreditation
_____Projected costs, achieving and maintaining accreditation