

## KBOR New Program Approval Form Guide

KBOR requires that new program proposals be submitted using their form (see [https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval)). The KBOR form will need to be completed by departments proposing the new programs. Once a new program is approved by Faculty Senate, the Provost Office will work with the department to prepare the KBOR form for submission.

This guide is intended to assist departments and faculty in completing the KBOR form correctly, as there are a number of expectations, nuances, and confusing elements in the form. The comments in RED are intended to provide guidance in sections of the form where errors are usually made. If there are any questions, please contact Brian Niehoff, [niehoff@ksu.edu](mailto:niehoff@ksu.edu).

[Institution]

[Degree Name]

### Program Approval

#### I. General Information

##### A. Institution

[Name of Institution]

##### B. Program Identification

Degree Level:	[Bachelor's, Master's, or Doctoral Program]
Program Title:	[Title of Program]
Degree to be Offered:	[Complete Title of Degree]
Responsible Department or Unit:	[Name of College/School/Department/Unit/Etc.]
CIP Code:	[CIP Code Number]
Modality:	[Face-to-Face, Online, Hybrid, Etc.]
Proposed Implementation Date:	[Date program is to be offered for enrollment]

(Obtain CIP Code from Planning and Analysis)

Total Number of Semester Credit Hours for the Degree: [# of semester credit hours for program]  
(Total credit hours should match the total from the curriculum layout in section VII B)

#### II. Clinical Sites: Does this program require the use of Clinical Sites? [yes/no]

If "yes," please provide an explanation below regarding location, use, and, expected demand. Also address results of discussions with other universities on cooperating for clinical site placement. Please also state if your institution is party to the Inter-institutional Non-Binding Memorandum of Understanding for Clinical Affiliation Site Cooperation.

[Please limit to approximately 500 words; place your Clinical Sites information here.]

**III. Justification**

[Please limit to approximately **500** words; place your Justification here.]  
(If using any data, please cite using APA style, then put full reference in References section)

**IV. Program Demand:** Select one or both of the following to address student demand:

**A. Survey of Student Interest**

Number of surveys administered: ..... \_\_\_\_\_  
Number of completed surveys returned: ..... \_\_\_\_\_  
Percentage of students interested in program: ... \_\_\_\_\_

Include a brief statement that provides additional information to explain the survey.  
(Best practice is to survey at least 100 present or prospective students)

**B. Market Analysis**

[Please limit to approximately **500** words; place your Market Analysis here.]  
(If using any data, please cite using APA style, then put full reference in References section)

**V. Projected Enrollment for the Initial Three Years of the Program**

Year	Headcount Per Year		Sem Credit Hrs Per Year	
	Full- Time	Part- Time	Full- Time	Part- Time
Implementation				
Year 2				
Year 3				

(This table is confusing. For the Headcount columns, please estimate the number of students expected in the cohort for each year. For the Sem Credit Hrs columns, calculate the cumulative credit hours for each year using the Headcount estimates x total credit hours one can earn each year from the Curriculum tables below.

Calculating Sem Credit Hrs for the chart above:

For Implementation year, the total SCH would be the cohort Headcount for the Implementation year times the Year 1 Fall and Spring SCH totals from the Curriculum chart below.

For Year 2, take the cohort Headcount from Implementation year and multiply by the total SCH for Fall and Spring from Year 2 in the Curriculum chart, and add that to the cohort Headcount from Year 2 multiplied by the total SCH for Fall and Spring from Year 1 in the Curriculum chart.

For Year 3, take the cohort Headcount from Implementation year and multiply by the total SCH for Fall and Spring from Year 3 in the Curriculum chart, add the cohort Headcount from Year 2 multiplied by the total SCH for Fall and Spring from Year 2 in the Curriculum chart, and add the cohort Headcount from Year 3 multiplied by the total SCH for Fall and Spring from Year 1 in the Curriculum chart.

**VI. Employment**

[Please limit to approximately **300** words; place your Employment information here.]  
(If using any data, please cite using APA style, then put full reference in References section)

**VII. Admission and Curriculum**

**A. Admission Criteria**

[Please limit to approximately **150** words; place your Admission Criteria here.]

**B. Curriculum**

(For each of the charts below, please total the SCH for each semester and enter it in the SCH column heading as SCH=XX. Then, the total of the SCH from all semesters should equal the Total number of credit hours entered on the last line of this section.)

**Year 1: Fall** **SCH = Semester Credit Hours**

Course #	Course Name	SCH....

**Year 1: Spring**

Course #	Course Name	SCH....

**Year 2: Fall**

Course #	Course Name	SCH....

**Year 2: Spring**

Course #	Course Name	SCH....

**Year 3: Fall**

Course #	Course Name	SCH....

**Year 3: Spring**

Course #	Course Name	SCH....

**Year 3: Summer**

Course #	Course Name	SCH....

**Year 4: Fall**

Course #	Course Name	SCH....

**Year 4: Spring**

Course #	Course Name	SCH....

**Year 4: Summer**

Course #	Course Name	SCH....

**Total Number of Semester Credit Hours ..... [#]**

**VIII. Core Faculty**

Note: \* Next to Faculty Name Denotes Director of the Program, if applicable  
 FTE: 1.0 FTE = Full-Time Equivalency Devoted to Program

Faculty Name	Rank	Highest Degree	Tenure Track Y/N	Academic Area of Specialization	FTE to Proposed Program

Number of graduate assistants assigned to this program ..... [#]

**IX. Expenditure and Funding Sources** (List amounts in dollars. Provide explanations as necessary.)

(Use the Faculty FTEs to determine salary expenditures below for faculty. If any expenditures are based on Student Credit Hours, use the SCH totals from the chart in Section V.)

A. EXPENDITURES	First FY	Second FY	Third FY
<b>Personnel – Reassigned or Existing Positions</b>			
Faculty			
Administrators (other than instruction time)			
Graduate Assistants			
Support Staff for Administration (e.g., secretarial)			
Fringe Benefits (total for all groups)			
Other Personnel Costs			
<b>Total Existing Personnel Costs – Reassigned or Existing</b>			
<b>Personnel – New Positions</b>			
Faculty			
Administrators (other than instruction time)			
Graduate Assistants			
Support Staff for Administration (e.g., secretarial)			
Fringe Benefits (total for all groups)			
Other Personnel Costs			

<i>Total Existing Personnel Costs – New Positions</i>			
<b>Start-up Costs - One-Time Expenses</b>			
Library/learning resources			
Equipment/Technology			
Physical Facilities: Construction or Renovation			
Other			
<i>Total Start-up Costs</i>			
<b>Operating Costs – Recurring Expenses</b>			
Supplies/Expenses			
Library/learning resources			
Equipment/Technology			
Travel			
Other			
<i>Total Operating Costs</i>			
<b>GRAND TOTAL COSTS</b>			

(For Tuition and Fees below, use the SCHs from the chart in Section V for each respective year.)

<b>B. FUNDING SOURCES</b> <i>(projected as appropriate)</i>	Current	First FY (New)	Second FY (New)	Third FY (New)
Tuition / State Funds				
Student Fees				
Other Sources				
<b>GRAND TOTAL FUNDING</b>				
<b>C. Projected Surplus/Deficit (+/-)</b> (Grand Total Funding <i>minus</i> Grand Total Costs)				

**X. Expenditures and Funding Sources Explanations**

(All Expenditures and Funding Sources shown above should be explained in the section below. KBOR staff will need to know exactly how you calculated each figure. It is better to provide more explanation than less.)

**A. Expenditures**

**Personnel – Reassigned or Existing Positions**

**Personnel – New Positions**

**Start-up Costs – One-Time Expenses**

**Operating Costs – Recurring Expenses**

**B. Revenue: Funding Sources**

**C. Projected Surplus/Deficit**

**XI. References**

(Any and all data or industry publication cited in any of the above sections needs to be fully referenced here using APA format, in alphabetic order)