Curriculum - New - Major - v22.23
Program

General Catalog Information (NEW)   ⌃

Contact person*

[   ]

Please type in the name, email, and phone of the primary point of contact for questions related to this proposal.

Department*

[▲▼]

This is the Departmental Owner of the new Plan/Sub-Plan(s) included on this change request form.

Type of Program*

○ Program

○ Shared Core

Always select "program"

Program/Plan Name*

[   ]

Format is: Title (Degree abbreviation)

Need help with Program Name?

- Use format: **Title (Degree)**
- Examples:
- Accounting (B.S.) | Agronomy (M.S) | English (M.A.) | Chemistry (Ph.D.)
- Mathematics (B.A./B.S.)

Projected Term*

> [text area]

Need help? See [Deadlines](#)

Program Level*

○ Undergraduate

○ Graduate

Degree Code*

> [text area]

Must choose from the approved list of KSIS Degree Type Codes {https://www.k-state.edu/registrar/systems/ksis/degreetypes_information/index.html}. If you believe your program is required to have a specific degree type code, not listed in the drop-down menu you must contact the University Registrar {registrar@ksu.edu} for assistance.

Transcript/Diploma Name:*

> [text field]

List this exactly how the name of the Major and/or Sub-Plans should be reflected on the Official Transcript and Diploma. {Sub-plans are not reflected on the K-State Diploma}

Program Category:*

☐ Plan

☐ Sub-Plan(s)

Special Program Types

> [text area]

If Interdisciplinary: Please List College/Department Collaborators

> [text field]

Please list the College/Academic Departments involved in this Interdisciplinary Program and the % each department is responsible for supporting {must add up to 100%}. If not an even split, identify which dept/or ID has the higher percentage breakdown. {i.e., 33%-33%-34%} Example: Environmental Science {B.S.} College of Arts and Sciences: 75% Agronomy: 25%

CIP Code*

Select the Classification of Instructional (CIP) code.

Need help selecting CIP?

- see full list at: CIP Codes
- To find CIP codes currently in use at K-State see the following lists:
- Majors | Certificates | Minors
- Questions? contact Institutional Research at reportinganalytics@k-state.edu

Additional Catalog Items: Major (Plan/Sub-Plan) NEW   ⌃

Campus plan:*
☐ Manhattan Campus-Based (MANHAT)
☐ Manhattan Online (ONLINE)
☐ Olathe Campus-Based (OLATHE)
☐ Olathe Online (ONLOLT)
☐ Salina Campus-Based (SALINA)
☐ Salina Online (ONLSAL)

Select all that apply.

Explain campus offerings*

Explain campus offerings. Include any in-person requirements.

Total Hours Required*

Enter total hours required for the curriculum; this can include a range of hours if appropriate.

KBOR Rationale for programs requiring over 120 credits

[   ]

Does this program/major lead to licensure?

○ Yes ○ No

Hint: If an online option is selected, complete the **Online Curriculum Template** and attach document to this proposal.

Definition of Online Program: Certificate or degree programs in which 67% or more of the required courses are taken as distance-education courses.

Definition of Distance-Education course: Courses in which at least 75% of the instruction and interaction occurs via electronic communication, correspondence or equivalent mechanisms, with the faculty and students physically separated from each other.

Online Program Percentage

[   ]

If you selected any of the online campus options above this proposal includes an online program. You are required (under HLC) to enter the percentage of required courses that are taken as distance-education

Sub-plans represent an approved group of courses creating a specialty within a major field of study. Per KBOR these are known as a "concentration" which can be referred to as an option, emphasis, track, or concentration. If you are adding a sub-plan to this curriculum, please list them below:

KBOR Policy Manual: Chapter II, Section 7(s)(iii)

Sub-Plans

[   ]

Please list the full name of the sub-plan as this affects how it will show on the Official Transcript.

Sub-Plan Type:

[▲
                                                                    ▼]

Sub-Plans are reflected on the K-State Transcript and typically end in the identified Sub-Type {i.e., You choose the Sub-Type of Option, then the transcript description will read: Quantitative Option or if you choose Emphasis, it will read on the transcript as Marketing Emphasis}

Campus Options for Sub-Plan(s):

☐ Manhattan Campus-Based ☐ Manhattan Online ☐ Olathe Campus-Based
☐ Olathe Online ☐ Salina Campus-Based ☐ Salina Online

Choose all that apply.

Explain Campus offerings for Sub-Plan(s)

[   ]

Explain campus offerings.

Catalog Description & Impacts: Major (Plan/Sub-Plan) NEW   ⌃

Catalog Description*

[   ]

Enter catalog description of program

Admission Requirements

[   ]

If the program will have non-curricular program requirements please detail them in this field. This would include such things as overall GPA requirements, completion of a pre-major program, audition information, etc.

Graduation Requirements

[   ]

This field would include such things as overall, departmental, or program GPA requirements, specific test requirements, grade requirements for all program courses, or additional steps that must be taken before the program is fully completed.

Special Requirements

This field would be any additional non-curricular requirement set as part of a program. This could include mandated attendance to events, membership in specific students groups, or any other condition that is attached to a program for ongoing participation. (i.e. education practicum, study abroad, internships)

Rationale*

-- enter rationale here--

Impact Statement*

(i.e. if this impacts another unit) – Statement should include the date when the head of a unit was contacted, and the response or lack of

WARNING: Summarize impact on other units

- Explain effects this new program may have on existing programs or enrollments
- For courses listed in the program, contact all affected units
- Failure to contact all impacted units and include responses can cause delay
- Include responses (or lack of response) in box below or attach copies

Major (Plan/Sub-Plan) Curriculum Process Layout (NEW)   ⌃

Curriculum Attributes

Optional: Indicate if one of the following applies to this program: Concurrent, Dual, Internship Required, Pre-Professional, Selective Admissions

If new courses are proposed to support this curriculum, then list them here:

Proposals for new courses must be submitted separately

Required Documents for New Major (Plan/Sub-Plan) Proposals:

Please attach a clean document showing all the courses and requirements that make up the Major/Sub-Plan

Refer to the Business Process Guides/Resources for Assistance:

1. BPG - Undergraduate Program Templates (pdf)
2. BPG - Graduate Program Templates (pdf)

   - GC Checklist for New Programs Guide

Make sure that **ALL** credit hours add up to the appropriate total (include all categories such as University Requirements, General Education/K-State 8, and Program.

Kansas Board of Regents New Program Proposal Checklist

Please see guidelines in the Kansas Board of Regents (KBOR) policy manual regarding the format of new degree program proposals that require KBOR approval (including new majors and minors not within an existing degree program, etc.)

- Policies and procedures for new program approval
- New Program Proposal form

Assessment of Student Learning (ASL)

In accordance with the Board of Regents Policy and Procedure manual for new programs (undergraduate and graduate), an approved ASL plan must be included in the proposal.

Find more information at:

- Assessment plans for new programs
- or contact the Office of Assessment for assistance and feedback

Attachments: NEW ⌃

IMPORTANT: Attach ALL required documents

1. To add and view attachments use the Files icon (upper right)
2. Click the checkboxes below after the documents are uploaded

Attachments?*

☐ Curriculum (Major/Sub-Plan) Layout

☐ KBOR New Program Proposal form

☐ Assessment of Student Learning Plan

Attach any required documents. Attach a file by selecting the Files (+) icon on the top right. Click this box once the required document is attached.

Additional Routing: NEW ⌃

Does your department have a Department Curriculum Committee?*

○ Yes ○ No

Select "Yes" if your department has proposals reviewed by both a Department Faculty Course & Curriculum Committee and Department Faculty. Click "No" if your department does not have a Department Faculty Course & Curriculum Committee and proposals are reviewed by Department Faculty only.

WARNING: To determine KBOR approval for following question:

- **YES** = new degree programs/majors
- **YES** = minors where a current KBOR-approved degree program does NOT exist
- **NO** = minors where a current KBOR-approved degree program DOES exist
- **NO** = certficates
- **NO** = secondary majors

KBOR Approval Required?*

○ Yes ○ No

Launch the Proposal: NEW ⌃

IMPORTANT: Click the Launch and Validate Proposal icon

Questions?

If you have any questions on any part of this form please contact your [Curriculog Team Member](#)

Office of the Registrar Use ONLY   ⌃

Program Type

[   ] ▲▼

Degree Type

[   ] ▲▼

Status

○ Active   ○ Inactive

Plan Code

[   ]

Sub-Plan(s)

[   ]

Actual Effective Term

[   ]

Acalog-Undergraduate

[   ]

Acalog-Graduate

[   ]

DARS

Implementation Notes

NOT IN USE: Prospective Curriculum*

Form Revised: 8-22-2022