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). 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).

[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)

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 …………………………………………………. [#]