



## New Academic Program Approval User Guide

### Universities

**CPE Contact**

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## Introduction

This document guides users through the CPE Program Approval submission process. Consult the [New Academic Program Approval Policy](#) for additional information, including definitions related to academic programming, eligibility status rules, and guidelines.

### **New Diploma and Certificate Programs**

The institution completes a New Diploma/Certificate Form through the online system. Programs are approved by CPE staff upon receipt of the completed form.

### **All Degree Programs**

The institution posts the Notification of Intent (NOI) to the online system. The notification is shared with the chief academic officers (CAOs) at other public universities. An NOI received by the 10th of the month for which all CPE questions have been answered will be placed on the agenda of the Council of Chief Academic Officers (CCAO) meeting at the end of the month. NOIs must be submitted by the 10th day of the month.

### **Users**

The chief academic officer and one designee have access to the KPEDS program approval system. For any designee changes, the chief academic officer should contact Sheila Brothers at [Sheila.Brothers@ky.gov](mailto:Sheila.Brothers@ky.gov) for a new username and password.

## Getting Started

Login to the Kentucky Postsecondary Education Data System (KPEDS) at <https://kpeds.ky.gov/login.aspx>.

### Kentucky Postsecondary Education Data System (KPEDS)

Please enter your KPEDS username and password. If you have forgotten your password or would like to change your password, use the Reset Your Password feature below. If you have forgotten your username, contact the KPEDS help desk at [kpedshelp@ky.gov](mailto:kpedshelp@ky.gov) for assistance between 8:00am and 4:30pm EST.

Username:

Password:

[Reset Your Password](#)

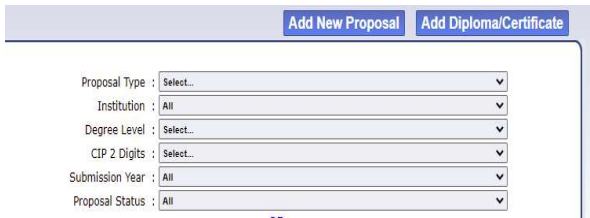
For authorized KPEDS users only. For public reports and statistics, please visit the [Kentucky Postsecondary Education Data Portal](#).

If you experience technical difficulties with the application, please contact the KPEDS Help Desk by email: [kpedshelp@ky.gov](mailto:kpedshelp@ky.gov).



## New Certificates/Diplomas

To propose a new certificate or diploma, click **Add Diploma/Certificate**.



The screenshot shows a web interface with two buttons at the top: "Add New Proposal" and "Add Diploma/Certificate". Below the buttons is a form with the following fields:

Proposal Type :	Select...
Institution :	All
Degree Level :	Select...
CIP 2 Digits :	Select...
Submission Year :	All
Proposal Status :	All

A pop-up window will indicate that that a diploma/certificate is not considered a substantive change by SACSCOC. Select "Yes" to proceed.

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The screen below will appear. All fields are required.

The screenshot displays the 'University Academic Program Approval System' interface. At the top, it says 'Welcome Melissa Bell' and 'Council on Postsecondary Education'. The main form area is titled 'Incomplete' and 'Unlocked'. The form contains the following fields:

- \* Institution: Select..
- \* Program Type: Single Institution
- \* Program Name: [Text Field]
- \* Degree Level: Select..
- \* Degree Designation: [Dropdown]
- \* CIP Code (2-Digit): Select..
- \* CIP Code: Select..
- \* Minimum Credit Hours Required for Degree: [Text Field]
- \* Maximum Credit Hours Required for Degree: [Text Field]
- \* 100% P2F in classroom:  Yes  No
- \* 100% Distance Learning:  Yes  No
- \* P2F / Distance Learning:  Yes  No
- \* Program Implementation Date: [Text Field]
- Document Upload: [File Upload Area]
- Comment: [Text Area]

### Institution Name

Choose from the drop-down menu.

### Program Type: Single Institution, Collaborative or Joint

Choose one of the options from drop-down menu. Click [here](#) for complete definitions.

Single Institution – an academic program offered by one institution.

Collaborative Program – an academic program under the sponsorship of more than one

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institution or organization that contains elements of resource sharing agreed upon by the partners.

Joint Program – an academic program that is sponsored by two or more institutions leading to a single credential or degree, which is conferred by all participating institutions.

If two or more institutions create a collaborative or joint program with academic programs that are already offered at each institution, then the program does not need to undergo the new academic program approval process at either institution. If any partner institution does not already offer the academic program; that institution must submit the program for approval and provide a “Memorandum of Understanding” that outlines program responsibilities.

### Program Name

Include the institution’s proposed name for the program.

### Degree Level

Degree levels are based on IPEDS definitions. A full listing of degree and credential definitions can be found at [The Integrated Postsecondary Education Data System](#).

### Degree Designation

Select one of the following designations:

- Diploma less than 9 semester credit hours
- Diploma 9-29 semester credit hours
- Diploma 30-60 semester credit hours
- Diploma 60 or more semester credit hours
- Undergraduate Certificate less than 9 semester credit hours
- Undergraduate Certificate 9-29 semester credit hours
- Undergraduate Certificate 30-60 semester credit hours
- Undergraduate Certificate 60 or more semester credit hours
- Post-Baccalaureate Certificate
- Post-Master’s Certificate
- Post-Doctor’s Degree Professional Practice Certificate

### CIP Code

The proposed Classification of Instructional Programs (CIP) code should be considered carefully. Select the CIP code that most appropriately describes the content of the proposed program. A complete list of CIP codes is available through the Integrated Postsecondary Education Data System. Appropriate CIP code selection is important to the alignment with program, institutional, and statewide academic portfolio objectives. The National Center for Education Statistics provides a complete list of CIP codes.

Once a 2-digit CIP Code has been selected, choose the most appropriate 6-digit CIP Code (a drop-down menu will display choices).

### Stackable Credential

The U.S. Department of Labor defines stackable credentials as those that are part of a sequence of credentials that can be accumulated over time and move an individual along a career pathway. Indicate whether the program is a stackable credential.

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### **Minimum Credit Hours Required**

Note the minimum credit hours needed to complete the certificate or diploma program.

### **Maximum Credit Hours Required**

Note the maximum number of credit hours that students can accumulate if they choose the track within a program that requires the most credit hours.

### **Modality**

Legislators, media, and the general public often ask CPE which programs can be completed entirely online. Select the modality of the proposed program.

**100% F2F in Classroom**

**100% Distance Learning**

**F2F / Distance Learning**

### **Program Implementation Date**

Provide a proposed implementation date. Because the specific date may not be known, choose any day within the month and year that implementation is planned.



## Degree Programs

### Notification of Intent (NOI)

#### Overview

Prior to submitting an NOI, institutions are expected to review the state's program inventory to identify any similar program (i.e. programs with the same CIP code) and begin communicating with other institutional representatives.

An NOI should be submitted early in the program approval process. Depending on an institution's internal processes, this could be up to one to three years prior to the submission of the program proposal. The purpose is to notify other institutions and the CPE that an institution is planning to develop a program, and not that an institution has already developed a program and plans to submit a proposal soon.

Institutions are required to upload "Gray DI scorecards" as part of the NOI. Prior to initiating the NOI, email Sheila Brothers (Sheila.Brothers@ky.gov) and she will send the institution a scorecard for the region and for the state.

An NOI received by the 10th of the month and for which all CPE questions have been answered will be placed on the agenda of the Council of Chief Academic Officers (CCAO) meeting at the end of the month. The institution will post to the online system by the 10<sup>th</sup> of the month. All submitted notifications are shared with the chief academic officers at their regular meetings. Once-

After a NOI is approved by CPE staff, an institution may submit a proposal. Program proposals must be submitted within one year of NOI approval.

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Field Code Changed

### Process for Submitting an NOI

Select "Notification of Intent."

## Kentucky Postsecondary Education Data System (KPEDS)

Please select from the following options:

Notify CPE of new programs your institution may propose in the next six months.

Review, submit or edit proposed academic programs.

Manage and edit existing program inventory.

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Click the "Add NOI" button.

[+ Add NOI](#) [+ Add NOI](#)

Q Search NOI

<b>Institution</b> ALL	<b>Program Name</b> 
<b>Degree Level</b> Select...	<b>CIP Code (2-Digit)</b> Select...
<b>Year Submitted</b> 2024	<b>Search</b> <input type="button" value="Q Search"/>

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Below is a screen shot of the NOI page.

Welcome **Stephanie Mayberry**  
Council on Postsecondary Education  
Logout

Institution: University of Louisville      NOI ID # 1241      Status: Approved on 7/7/2021

**Program Information**

**Institution**  
University of Louisville

**Program Name**  
General Studies

**Program Description**  
We are proposing a BS in General Studies degree program that will be entirely online and designed for returning adult learners who have earned college credits but stopped-out of college and do not have a bachelor's degree. Admission to the program will be limited to adults with credits who stopped-out of school thus, the program will not be competing with existing programs for first time freshmen nor will it be appropriate for current students who have accumulated credits but have not completed a degree program. The program will be housed in the A&S Dean's Office (similar to the Liberal Studies program), and students admitted to this program will have the opportunity to earn credits through a Prior Learning

**Will this program replace or enhance any existing programs(s) or tracks, concentrations, or specializations within an existing program? If yes, please specify.**  
No.

### Program Information Section

#### **Institution**

Choose from the drop-down menu.

#### **Program Name**

Include the proposed name for the program.

#### **Program Description**

Provide a brief overview of the program and its objectives.

#### **Will this program replace or enhance any existing programs(s) or tracks, concentrations, or specializations within an existing program? If yes, please specify.**

Indicate whether the program replaces or enhances any existing programs.

#### **Degree Level**

Select from the drop-down menu. Degree levels are based on IPEDS definitions. A full listing of degree and credential definitions can be found at [The Integrated Postsecondary Education Data System](#).

#### **Degree Designation**

Select from the designations listed in the drop-down menu. Remember to click "Add."

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### CIP Code (2-Digit)

#### CIP Code

The suggested Classification of Instructional Programs (CIP) code should be considered carefully. Select the CIP code that most appropriately describes the content of the proposed program. Council staff will review the recommended CIP and finalize the CIP code with the institution. Choose the most appropriate CIP code.

Once you choose the 2-digit code, the 4-digit codes within that CIP will populate the "CIP Code" drop-down menu.

#### Credit Hours

Note the number of credit hours students must earn to complete the program.

#### Institution Board Approval Date

Provide the date of approval by the institution's board. Although the NOI can be submitted before board approval, *the institutional governing board should approve the program prior to submitting the full proposal to the online program approval system.*

#### Proposed Implementation Date

Provide a proposed implementation date. Because institutions may not know a specific date, select any day within the month and year that the implementation is planned.

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### Demand Section

Institutions must request "Gray DI scorecards" for the state and region which are available by contacting Sheila Brothers (Sheila.Brothers@ky.gov).

#### Student Demand

Fill in the table with the projected number of students enrolled and degrees conferred in the first five years of the program. ~~The Gray Data Scorecard must be provided via pdf upload for Student and Employer Demand sections.~~ Upload the Gray DI scorecards provided to the institution. Additional student and employer demand can also be uploaded.

Year1	Year2	Year3	Year4	Year5
15	38	65	94	126

#### Market Demand

Provide a strong rationale for why this program is needed. In the narrative, refer to the uploaded file(s).

#### Employer Demand

Fill in the following table with projected employment at the regional, state, and national levels.

Type Of Job	Regional Average Wage (\$)	Regional # of Openings	Regional Growth Projections (%)
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	State Average Wage (\$)	State # of Openings	State Growth Projections (%)
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	National Average Wage (\$)	National # of Openings	National Growth Projections (%)
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

#### Indicate source of market demand information and timeframe for growth projections

Most of the current Bureau of Labor Statistics projections are for 2023-2033. If additional sources are used, please note data source and the time frame for projections. Other sources include:

[Georgetown University Center on Education and the Workforce](#)

March 2024 [February 2025](#)

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[Bureau of Labor Statistics' Occupational Outlook Handbook](#)

[Kentucky Center for Statistics](#)

[Kentucky's Workforce Progress and Challenges 2018 V2.indd \(kychamber.com\)](#)

Kentucky, Bridging the Talent Gap

Document - <https://www.bridgingthetalentgap.org/wp-content/uploads/2017/05/KY-Statewide.pdf>

Interactive website: <https://bridgingthetalentgap.org/dashboards/>

### Academic Demand

If this is not a program designed for students to enter the workforce immediately after graduation, indicate the skills graduates will attain, the types of graduate programs in which the graduates are most likely to enroll, and the types of jobs that graduates will eventually seek.

### Unnecessary Duplication

Prior to submitting an NOI, institutions are expected to review CIPs in the state's program inventory to identify any similar program and begin communicating with representatives of that institution(s).

### Similar Programs

The NOI will pre-populate with data on similar programs based on CIP codes. Institutions may also refer to other programs that are similar but are classified in a different CIP code. For each similar program, complete information listed below.

### Comparison of Objectives/Focus/Curriculum to Similar Programs

Explain the differences in curriculum, focus, and/or objectives. If the proposed program curriculum does not differ substantially from existing programs, then describe potential collaborations with offering institutions.

### Comparison of Student Populations

Describe how your target student population is different from those at other institutions and explain how your program reaches this new population (e.g., the proposed program is completely online while other programs are face-to-face or hybrid).

### Access to Existing Programs

Explain how/why existing programs cannot reach your target population and/or provide evidence that existing programs do not have the capacity to meet current student demand (e.g., the number of students on an enrollment waiting list).

### Feedback from Other Institutions

Summarize feedback from colleagues at institutions with similar programs.

When soliciting feedback, include the appropriate program representative(s) at the other

March 2024February 2025

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institution so that the Provost's office is aware of the conversation. Institutions receiving such communications should acknowledge receipt of such an email within two or three days. A substantive response should be provided within two weeks, if possible.

A list of institutional contacts is available here. Contact Sheila Brothers (Sheila.brothers@ky.gov) for assistance regarding feedback.

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### Cost Section

Provide a summary of revenues and expenditures.

<b>Projected Revenue over Next Five Years</b>	\$
<b>Projected Expenses over Next Five Years</b>	\$
<b>Net Cost over Next Five Years</b>	<i>Auto- calculation</i>

#### **Will additional faculty be needed?**

If yes, explain how the institution will pay for these additional costs.

#### **Provide a budgetary rationale for creating this new program.**

Explain how the program will be funded, what other programs will be affected, and why this program is considered both an efficient and effective use of funds. Describe grants, legislative funding, etc. as applicable.

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## University Academic Program Approval User Guide

### New Degree Programs

To propose a new degree program, click **Add New Proposal**.

am

**Add New Proposal** **Add Dip**

Program Type : Select...

Institution : All

Degree Level : Select...

Digits : Select...

Academic Year : All

Status : All

OR

Proposal Id :  **Search** **Clear**

### Basic Info Tab

The screen below will appear.

KPPPS Kentucky Postsecondary Program Proposal System

Welcome **Stephanie Mayberry**  
Council on Postsecondary Education  
Logout

NORTHERN KENTUCKY UNIVERSITY  
Northern Kentucky University  
BA-BACHELOR OF ARTS  
13.0901-Social and Philosophical Foundations of Education.

Submission Date : Wednesday, May 26, 2021 End of Review Date : Friday, June 25, 2021

Home Basic Info Overview Objectives Demand Cost Assess

Full Proposal  
User Comments  
Reports  
Resources  
Administration  
Logout

Pre-Proposal Status  
Under Review  
Locked  
View more status

Action  
Submit for approval Go

ALL RED highlighted fields must be filled in. If the highlighted field is left blank the system will not let you Save form (Please scroll down to see all the fields).

Proposal Id : 2992

\* Institution : Northern Kentucky University

\* Program Name : Education, Culture and Society

\* Degree Level : Baccalaureate

\* Degree Designation : BACHELOR OF ARTS (BA) **Add**

BACHELOR OF ARTS(BA)

**Remove Degree Designation(s)**

\* CIP Code (2-Digit) : 13-EDUCATION

\* CIP Code : 13.0901-Social and Philosophical Foundations of Education.

\* Is this program an advanced practice doctorate?  Yes  No

\* Program Type : Single Institution **Help**

\* Proposed Implementation Date : 08/01/2021

**Institutional Contact Information**

\* First Name : Sara \* Last Name : Runge

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### Institution

Choose from the drop-down menu.

### Program Name

Include the proposed name for the program. This must be the *exact same program name as proposed at the NOI stage.* (After saving the program proposal, a user can change the program name if necessary.)

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### Degree Level

Select from drop-down menu.

### Degree Designation

Select from the designations listed in the drop-down menu. Remember to click "Add." This must be the *exact same degree designation as proposed at the NOI stage.* (After saving the program proposal, a user can change the degree designation if necessary.)

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### CIP Code (2-Digit)

The suggested Classification of Instructional Programs (CIP) code should be considered carefully. Appropriate CIP code selection is important to the alignment of program, institutional, and statewide academic portfolio objectives. A complete list of CIP codes is available through the Integrated Postsecondary Education Data System.

### CIP Code

Once After a 2-digit CIP Code has been selected, please choose the most appropriate 6-digit CIP Code (a drop-down menu will display choices). Select the 6-digit CIP code that most appropriately describes the content of the proposed program (a drop-down menu will display choices).

This must be the *exact same CIP as proposed at the NOI stage.* (After saving the program proposal, a user can change the CIP if necessary.)

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Council staff will review the recommended CIP and finalize the CIP code with the institution.

### Is this program an advanced practice doctorate?

Advanced practice doctorates are programs of study beyond the master's degree designed to meet the workforce and applied research needs of a profession. Select Yes/No.

There are supplemental questions at the end of this document that must be responded to for new advanced practice doctorates. If submitting such a proposal, respond to the supplemental questions at the end of this file (page 31) and email a PDF of the file to [Sheila.Brothers@ky.gov](mailto:Sheila.Brothers@ky.gov).

### Program Type: Single Institution, Collaborative or Joint

Select one of the choices from drop-down menu. Click [here](#) for complete definitions.

Single Institution – an academic program offered by one institution.

Collaborative Program – an academic program under the sponsorship of more than one institution or organization that contains elements of a resource sharing agreed upon by the partners.

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Joint Program – an academic program that is sponsored by two or more institutions leading to a single credential or degree, which is conferred by all participating institutions.

If two or more institutions create a collaborative or joint program with academic programs that are **already** offered by each institution, the program does not need to undergo the new academic program approval process at either institution. If any partner institution **does not already** offer the academic program, that institution must submit the program for approval and provide a “Memorandum of Understanding” that outlines program responsibilities and fiscal arrangements among participating institutions.

### **Proposed Implementation Date**

Choose an estimated day, month, and year of the planned implementation. Because institutions may not know the specific date, choose any day within the month and year that implementation is planned.

### **Institutional Contact Information**

Submit contact information for the program director: first name, last name, title, email, and phone.

### **Date of Governing Board Approval**

The governing board should approve the program before submission to the online program approval system.

## University Academic Program Approval User Guide

### Overview Tab

A screen similar to the one below will appear. You will see a screen similar to the one below.

Basic Info	Overview	Objectives	Demand	Cost	Assess
<b>Centrality to the Institution's Mission and Consistency with State's Goals</b>					
Under Review <span style="float: right;">Locked</span>					
1. * Provide a brief description of the program with its estimated date of implementation.					
<p>This undergraduate program offers opportunities for students to develop and apply innovative and practical understandings of education from multidisciplinary perspectives. Education is broadly defined to include formal school contexts as well as non-formal courses in social foundations of education; fundamentals in curriculum, instruction, and assessment; equity and education; and the culminating capstone. Culture is broadly defined as a set of behaviors, attitudes, and beliefs that allow a professional to be effective in a variety of cross-cultural situations. Society is broadly defined as a group of people with common territory, interaction, and culture. All three are interwoven throughout the program and embedded into the central focus. The program does not lead to PrimaryK-12 teaching certification upon completion.</p>					
Does this program have any <u>tracks</u> (Yes/No)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(If yes, please add at least one program track item.)</i>					
2. Describe how the new program is consistent with the mission and goals of the institution.					
<p>* This program is aligned to NKU's mission to address academic innovation, talent development, student success, and community engagement:</p> <p>The program's core courses draw from the College of Education, in collaboration with other programs across the university for concentration courses in four thematic areas: (a) youth and community studies; (b) diversity and social justice; (c) workforce development; and (d) teaching and learning.</p> <p>It prepares graduates to address critical needs in the current and future workforce,</p>					
3. Is an approval letter from Education Professional Standards Board (EPSB) required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
4. Is there a specialized accrediting agency related to this program <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
If yes, Identify the accreditor: _____					

1. **Provide a brief description of the program with its estimated date of implementation.**  
Provide a description of the program that is readily understandable to someone who is not familiar with the proposed discipline.

**Does this program have any tracks? Yes/No**

If yes, add at least one program track item [to the description of the curriculum].

2. **Describe how the new program is consistent with the mission and goals of the institution.**  
Review the institution's mission and strategic plan. Highlight which areas of the plan will be furthered by implementing this program. Describe how the program will address the institution's mission and strategic goals.
3. **Is an approval letter from Education Professional Standards Board (EPSB) required?**  
Yes/No

EPSB is charged with establishing standards of performance for preparation programs and approving educator preparation programs at colleges and universities.

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**4. Is there a specialized accrediting agency related to this program? Yes/No**

If yes, identify the accreditor.

**b. Will accreditation be sought? Yes/No**

**5. Does this program have a clinical component? Yes/No**

If yes, discuss the nature, appropriateness, and availability of clinical sites.

**6. Describe the rationale and need for the program and include how the institution determined need.**

The same language that was submitted to SACSCOC as part of the SACSCOC Substantive Change documentation can be used here.

**NOTE: Click "SAVE" at the bottom of the page to move to the next Tab.**

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### Objectives Tab

This is a partial screen shot of what will appear.

The screenshot displays a web application interface for program approval. At the top, there is a navigation bar with tabs: 'Basic Info', 'Overview', 'Objectives' (selected), 'Demand', 'Cost', and 'Assess'. Below the navigation bar is a header area with the text 'Program Quality and Student Success'. A status bar indicates 'Incomplete' on the left and 'Unlocked' on the right. The main content area contains a text box with the instruction: 'The curriculum should be structured to meet the stated objectives and student learning outcomes of the program.' Below this, there are three numbered sections for input:

- 1. Provide specific programming goals (objectives) and specific student learning outcomes for the program.**  
This section includes a text area with the text: 'The curriculum is designed specifically to align with the program objectives.' and 'Objective 1: Students will demonstrate knowledge about foundational and contemporary concepts, theories, and practices in formal and non-formal education at various levels and life stages.'
- 2. Describe how the student learning outcomes for the program will be assessed.**  
This section includes a text area with the text: 'SLO 1: Students will demonstrate knowledge about foundational and contemporary concepts, theories, and practices in formal and non-formal education at various levels and life stages. Assessment through Workshop Observation Critique/Analysis. The results will be used to evaluate teaching across departments, schools, and colleges to gather best practices, advice, and examples with the goal of sparking disciplinary and...'. Below the text area is a section for uploading supporting documents, with the text: 'If you wish to upload supporting documents for student learning outcomes, please include those here:'. It shows a message 'No uploaded file(s) present', a 'File Upload' field, a 'Select File' button, and an 'Upload' button.
- 3. Highlight any distinctive qualities of this proposed program.**  
This section includes a text area with the text: 'The program offers a culminating capstone with options, such as career-oriented internships and apprenticeships as well as service-learning community engagements, that provide candidates with experiential learning. The capstone provides candidates the opportunity to...'

#### 1. Provide specific programming goals (objectives) and specific learning outcomes for the program.

This question pertains to program-level learning outcomes. Explain how the curriculum achieves the program-level student learning outcomes by describing the relationship between the overall curriculum or the major curricular components and the program objectives.

Provide a narrative, a visual (chart, table, graphic), or both to demonstrate the relationship between program-level student learning outcomes and course-level student learning outcomes and program-level student learning outcomes.

#### 2. Describe how the student learning outcomes for the program will be assessed.

Include all direct and indirect assessment methods used to evaluate program-level learning outcomes.

Every student learning outcome must have a plan for assessment. Explain which student learning outcome(s) will be assessed by each assessment method and how frequently each assessment method is administered. Explain how assessment results will be used to make improvements to the program.

Supporting documents for student learning outcomes can be uploaded via the file upload area.

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**3. Highlight any distinctive qualities of this proposed program.**

Note any faculty, curricular or other distinguishing characteristics of the program.

**4. Describe the admissions and graduation requirements of the program.**

Be as detailed as possible and address both admissions and graduation requirements of the proposed program.

**5. Please provide the total number of hours required for the degree**

**Total number of hours required for degree:**

**Number of hours in degree program core:**

“Core” is defined as the set of courses required by all students within a major or area.

**Number of hours in track:**

A “track” is defined as the set of courses designed to develop expertise within a major or area at the undergraduate level.

A “concentration” is defined as the set of courses designed to develop expertise within a major or area at the master’s level.

A “specialty” is defined as the set of courses designed to develop expertise within a major or area at the doctoral level.

**Number of hours in guided electives**

A guided elective (or “advised elective”) is any elective that is part of a major. ~~Student must earn a C or higher for the elective to be accepted.~~

**Number of hours in free electives**

A free elective is any academic area not required for a major or minor.

**6. List courses under the appropriate curricular headings.**

Download [the course template](#) from within this question in KPEDS, fill it out, and upload it.

**7. Describe administrative oversight to ensure program quality.**

The same language provided to SACSCOC as part of the substantive change documentation can be used here.

**8. For a program offered in a compressed period, describe the methodology for determining that knowledge and competencies gained are comparable to those required in traditional formats.**

The same language provided to SACSCOC as part of the substantive change documentation can be used here.

**NOTE: Click “SAVE” at the bottom of the page to move to the next Tab.**

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### Demand Tab

This is a partial screen shot of what will appear.

Academic Year	Degrees Conferred	Enrollments (Headcount) – Fall Semester
2024-25	0	5
2025-26	3	5
2026-27	5	20
2027-28	12	20
2028-29	12	20

#### 1. Student Demand

- a. **Provide evidence of student demand. Evidence of student demand is typically in the form of surveys of potential students or enrollments in related programs at the institution, but other methods of gauging student demand are acceptable. Note if it replaces another program on campus.**

The institution must demonstrate that it has systematically gathered data, studied the data, and can reasonably estimate student demand for the program. *Anecdotal evidence is not sufficient.*

If student surveys have been collected, provide information regarding sample size, sampling methodology, and response rate.

When soliciting feedback, include the other institution's chief academic officer so they are aware of the conversation. Contact Sheila Brothers (Sheila.brothers@ky.gov) for assistance regarding feedback.

- b. **Project estimated student enrollment and degrees conferred for the first five years of the program.**

Enter numbers into the online form.

March 2024 February 2025





## University Academic Program Approval User Guide

c. ~~4-YEAR INSTITUTIONS ONLY: Please Upload the provide-Gray DIAssociates Program Evaluation System Scorecards again data snapshot for new program. Institutions may upload additional demand-related information.~~

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2. **Employer Demand.** If the program is designed for students to enter the workforce immediately, complete the table provided.

a. **Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each job type.**

Complete the information for each type of job available.

Click "Add" after data have been entered.

Type Of Job	<input type="text"/>
Regional Average Wage (USD)	<input type="text" value="0"/>
Regional # of Openings	<input type="text" value="0"/>
Regional Growth Projections (%)	<input type="text" value="0"/>
State Average Wage (USD)	<input type="text" value="0"/>
State # of Openings	<input type="text" value="0"/>
State Growth Projections (%)	<input type="text" value="0"/>
National Average Wage (USD)	<input type="text" value="0"/>
National # of Openings	<input type="text" value="0"/>
National Growth Projections (%)	<input type="text" value="0"/>
<input type="button" value="Add"/> <input type="button" value="Clear"/>	

b. **Clearly describe evidence of employer demand. Such evidence may include employer surveys, current labor market analyses, and future human resources projections. Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative credentials, as well as employers' willingness to pay higher salaries to graduates of the proposed program. Note if it replaces another program on campus.**

The links below are helpful resources on employer demand statistics.

[U.S. Department of Labor, BLS – Occupational Outlook Handbook:](#)

Explains the education and training needed, earnings, expected job prospects, nature of the work, and working conditions for hundreds of different types of jobs.

[Burning Glass Technologies | Real-Time Job Market Analytics Software](#)

Provides real-time data on job growth, skills in demand, and labor market trends.

[Career One Stop – U.S. Department of Labor, Employment and Training Administration:](#)

Provides occupation profiles and information on fastest growing occupations, occupations with the most openings, the highest paying occupations, and other useful statistics.

[Kentucky Labor Market Information:](#)

State- and region-level labor market statistics, occupational information, industry data, and workforce training information.

## University Academic Program Approval User Guide

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### 3. Academic Disciplinary Needs

If the program proposal is in response to changes in an academic disciplinary need, outline those changes. Explain why these changes to the discipline necessitate development of a new program.

### 4. Similar Programs

- a. A new program may serve the same potential student population. The proposed program must be sufficiently different from existing programs in the state or access to existing programs must be sufficiently limited to warrant initiation of a new program. If a similar program has declining enrollment rates or declining graduation rates, provide the information used by the institution to determine there is a growth opportunity in the region and/or state.

The system will populate a table with information about similar programs offered.

- b. If there are similar programs, institutions must provide additional information you will be asked two additional questions.

Provide the following information: a comparison of objectives/focus/curriculum to similar programs, student populations, access to existing programs, and feedback from other institutions. As applicable...

- Describe how the curriculum of the proposed program differs from similar programs.
- Describe the types of students that the proposed program will serve, which similar programs do not or cannot currently serve.
- Describe factors limiting access to existing programs, such as waitlists, enrollment caps, etc.
- Provide details about the feedback. The information should include the names of those involved in the meetings or email exchanges, dates of meetings or communications, and a summary of the ideas and feedback that were shared. Feedback indicates sufficient information was shared with other institutions and that they were included in the conversation. Some feedback may not be positive, but this does not automatically stop the process.

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- c. How will the program support or be supported by other programs within the institution?

Describe the relationship(s) between the proposed program and existing programs at the institution. Provide information about courses in the proposed program that are used by other programs at the institution. If the program is part of a stackable credential, provide those details.

Describe planned collaborative activities with institutions that have similar programs. Describe collaborative opportunities with faculty from institutions with similar programs Explain any shared faculty, shared courses, such as joint collaborative research projects, collaborative student projects (students from different institutions collaborate virtually) guest lecturers, partnering on community outreach initiatives, or informal peer review groups, etc. within the proposing institution or with other institutions.

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**NOTE: Click "SAVE" at the bottom of the page to move to the next Tab.**

## University Academic Program Approval User Guide

### Cost Tab

This is a partial screen shot of what will appear.

Basic Info
Overview
Objectives
Demand
Cost
Assess

Cost and Funding of the Proposed Program

Under Review
Lock

The resource requirements and planned sources of funding of the proposed program must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient resource utilization and to assess the impact of this proposed program on the institution's overall need for funds.

1. Please provide documentation that includes the following (NOTE: THIS APPLIES TO ALL SUBMISSIONS):
  - i. a description of financial resources available to support the proposed change, including a budget for the first five years of the proposed change.
  - ii. projected revenues and expenditures and cash flow for the proposed change.
  - iii. the amount of resources going to institutions or organizations for contractual or support services for the proposed change.
  - iv. the operational, management, and physical resources available for the change.
  - v. Contingency plans in the event that required resources do not materialize.

If you wish to upload your documents in lieu of the Cost/Funding template--or if you have supplemental documentation--please use the file uploads:

Total Record Count: 2				
	File Name			
	BA Education Culture Society Funding.xlsx			
	BA Education, Culture and Society Budget .xlsx			

The resource requirements and planned sources of funding of the proposed program must be described in detail to assess the adequacy of the resources to support a quality program. [Describe grants, legislative funding, etc. as applicable. The](#) cost information is required for all program proposals.

### Cost/Funding Explanation

Complete the following table for the first five years of the proposed program and provide an explanation of how the institution will sustain funding needs. The total funding and expenses in the table should be the same, but if not, explain sources(s) of additional funding for the

A. Funding Sources, by year of program	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
<b>Total Resources Available from Federal Sources</b>					
New :	0	0	0	0	0
Existing :	0	0	0	0	0
Narrative Explanation/Justification : <input style="width: 95%;" type="text"/>					
<b>Total Resources Available from Other Non-State Sources</b>					
New :	0	0	0	0	0
Existing :	0	0	0	0	0
Narrative Explanation/Justification : <input style="width: 95%;" type="text"/>					
<b>State Resources</b>					
New :	0	0	0	0	0

## University Academic Program Approval User Guide

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proposed program.

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### Assess Tab

1. What are the plans to evaluate students' post-graduate success?  
Describe the metrics that will be used to define success. Explain how employers and/or graduates will be contacted.

### Supplemental Questions for Advanced Practice Doctorate

Comprehensive universities proposing an advanced practice doctorate must complete the following information.

- Describe how the doctorate builds upon the reputation and resources of the existing master's degree program in the field.
- Provide a description of the master's program or programs and note any distinctive qualities of these programs, as well as any national recognition bestowed upon the program.
- Explain the new practice or licensure requirements in the profession and/or requirements by specialized accrediting agencies that necessitate a new doctoral program.
- Provide any evidence, such as a professional organization or an accrediting agency, requiring a doctorate in order for graduates to practice or advance in the field of study.
- Explain the impact of the proposed program on undergraduate education at the institution. Within the explanation, note specifically if new undergraduate courses in the field will be needed, or if any courses will be cut.
- If there is no impact on undergraduate education, please provide a synopsis of how a new doctorate can be developed and implemented without financial or staffing implications for undergraduate education.
- Provide evidence that funding for the program will not impair funding of any existing program at any other public university.
  - Upload a letter from each institution with a similar program stating that the proposed program will not negatively impact their existing program.
  - Include a summary of financial information from institutions with similar programs.

## University Academic Program Approval User Guide

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### Commenting on a Proposal

Institutional representatives with KPEDS program approval accounts will be notified via e-mail when new proposals have been posted to the Program Approval System. The comment period for proposals is limited to 30 days. During this time, each institution should review the proposal and post any comments or questions. If institutional representatives do not post a comment or question within the 30-day period, this will constitute implicit consent.

To post a comment or question, click the pencil icon next to the program to review. This will open the proposal. Choose the tab (Cost, Assessment, etc.) that is relevant to the comment. Then, click “User Comments” on the left side of the screen. Click the “Add Comment” button to add the comment to the proposal.

### Next Steps

Program proposals from universities are presented to the Academic and Strategic Initiatives (ASI) Committee. After a recommendation for approval, the Council on Postsecondary Education will take the final vote for approval. At that time, CPE staff will approve the program proposal and an approval notification will be sent via email to individuals with KPEDS program approval accounts.

An institutional representative must then log into the Program Inventory system and provide the required information to activate the program, which will then be approved by CPE staff. (The program will not be active in the inventory until the last step is completed by the institution and approved by CPE staff.)

After a program is approved by the Council, an institution has up to three years to activate and implement the program. If the program has not been activated and implemented within this timeframe, the program approval process will restart at the NOI stage.

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