New Academic Program Approval User Guide

KCTCS

CPE Contact
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Introduction

This document guides users through the CPE Program Approval submission process. Please consult the **New Academic Program Approval Policy** for additional information, including definitions related to academic programming, eligibility status rules, and guidelines.

New Diploma & Certificate Programs
KCTCS System Office completes a New Diploma/Certificate Form through the online system. Programs are approved by CPE staff upon receipt of the completed form.

New Associate's Degree Programs
KCTCS posts a proposal to the online program approval system. Institutions and Council staff have 30 days to respond to the proposal.

- If no issues are identified, the program is approved by Council staff and reported as an information item at the next Council meeting.

- If issues are identified, KCTCS addresses those via the online program approval system, and the review period is extended. Council staff instructs KCTCS to suspend the internal approval process until concerns are fully resolved. Once the issues are resolved, the program is approved by Council staff and reported as an information item at the next Council meeting.

Users
The KCTCS Provost and one designee has access to the KPEDS program approval system. For any designee changes, the Provost should contact Sheila Brothers at 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.

Select the "Program Approval" button.

New Certificates/Diplomas

If you are proposing a new certificate or diploma, click **Add Diploma/Certificate**.

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

You will see the screen shown below. All fields are required.

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 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 by 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
KCTCS should select from 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
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, please 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. Please indicate whether the program is a stackable credential.

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. Since a program may be offered in multiple ways, the form allows you to note that as well.

100% F2F in Classroom
100% Distance Learning
F2F / Distance Learning
Legislators, media, and the general public often ask CPE which programs can be completed entirely online. Since a program may be offered in multiple ways, the form allows you to note that as well.

Program Implementation Date
Provide a proposed implementation date. Since institutions may not know the specific date, please choose any day within the month and year that implementation is planned.

New Degree Programs

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

Basic Info Tab

You will see the following screen.

Institution
Choose from the drop-down menu.

Program Name
Include the institution's proposed name for the program.

Degree Level
Select from drop-down menu.

Degree Designation
Select from the designations listed in the drop-down menu. Be sure to click "Add."

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

Is this program an advanced practice doctorate[1]?
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.

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.
>
> 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.

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[1] There are supplemental questions at the end of this file 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 11) and email a PDF of the file to Sheila.Brothers@ky.gov.

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 before submission to the online program approval system.

Overview Tab

You will see a screen similar to the one below.

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

    Does this program have any tracks? Yes/No
    If yes, please 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 your institution's mission and strategic plan. Highlight which areas of the academic 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?**
    EPSB is charged with establishing standards of performance for preparation programs and approving educator preparation programs at colleges and universities. Yes/No

4. **Is there a specialized accrediting agency related to this program? Yes/No**
   If yes, identify the accreditor.

   If no, will accreditation be sought?

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.**
   You may use the same language that you submit to SACSCOC as part of the SACSCOC Substantive Change documentation.

   NOTE: You must push "SAVE" at the bottom of the page to move to the next Tab.

Objectives Tab

This is a partial screenshot of what you will see.

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.

    You may provide a narrative, a visual (chart, table, graphic), or both to demonstrate the relationship between 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.

    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.

    Institutions may upload supporting documents for student learning outcomes via the file upload area.

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.

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.

   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.**
   [Do this by downloading the course template from within this question in KPEDS, filling it out, and uploading it.]

7. **Describe administrative oversight to ensure program quality.**
   You may use the same language provided to SACSCOC as part of the substantive change documentation.

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.**
   You may use the same language provided to SACSCOC as part of the substantive change documentation.

   NOTE: You must push "SAVE" at the bottom of the page to move to the next Tab.

Demand Tab

This is a partial screenshot of what you will see.

Basic Info	Overview	Objectives	Demand	Cost	Assess

Program Demand/Unnecessary Duplication

Saved   Unlocked

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 in campus.

this is a test of student demand

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

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

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.*

b. **Project estimated student enrollment and degrees conferred for the first five years of the program.**
Enter numbers into the online form.

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

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	
Regional Average Wage (USD)	0
Regional # of Openings	0
Regional Growth Projections (%)	0
State Average Wage (USD)	0
State # of Openings	0
State Growth Projections (%)	0
National Average Wage (USD)	0
National # of Openings	0
National Growth Projections (%)	0
Add	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.

3. **Academic Disciplinary Needs**
   If the program proposal is in response to changes in an academic disciplinary need, please 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.

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

b. If there are similar programs, 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.

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

   NOTE: You must push "SAVE" at the bottom of the page to move to the next Tab.

Cost Tab

This is a partial screenshot of what you will see.

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 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, or explain sources(s) of additional funding for the proposed program.

Assess Tab

1. What are the plans to evaluate students' post-graduate success?

Commenting on a Proposal

Institutional representatives 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 that you would like to review. This will open the proposal. Choose the tab (Cost, Assessment, etc.) that is relevant to your comment. Then, click "User Comments" on the left side of the screen. Click the "Add Comment" button to add your comment to the proposal.

Next Steps

An approval notification will be sent via email. Upon receipt of approval, the institutional representative with access to the program inventory must go to the Program Inventory system and provide the required information. The program will not be active in the inventory until the last step is completed by the institution and approved by CPE staff.