

**APPROVAL PROCESS FOR NEW DEGREE PROGRAMS**  
*Effective October 2011*

## **Information Required for Posting to CPE Website Kentucky Postsecondary Program Proposal System (KPPPS)**

**Institution**

**Program Type**

**Date of Pre-Proposal**

**Federal CIP Code**

**Program Name**

**Proposed Implementation Date**

**Degree Level**

**Institutional Contact**

1. Provide a brief description of the program. What are the objectives of the proposed program? Explain how they support the institutional mission and strategic priorities, the statewide postsecondary education strategic agenda, and the statewide strategic implementation plan. If applicable, attach the approval letter from the Education Professional Standards Board.
2. What are the intended student learning outcomes of the proposed program? Identify both the direct and indirect methods by which these intended outcomes will be assessed.
3. Provide justification and evidence to support the need and demand for this proposed program. Include any data on student demand; career opportunities at the local, state, and national levels; and any changes or trends in the discipline(s) that necessitate a new program. Specify if the program is distinctive in nature (e.g., the program will be one of 10 or fewer similar programs offered by one of the public institutions within the Southern Regional Education Board region, <http://www.sreb.org/>).
4. How will the program support or be supported by other programs within the institution? Will this program replace any existing program(s) or tracks, concentrations, or specializations within an existing program?
5. If similar programs exist within the state, is there sufficient evidence that the proposed program is different from existing programs or access to existing programs is limited? If similar programs exist, do they serve the same student population (i.e., students in the same geographic area)? If so, is there collaboration between the proposed program and existing programs? Is there evidence that there is excess demand for existing similar programs?
6. Will this program utilize alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)? If yes, please explain.
7. Provide the number of faculty available for the program and their earned degrees and credentials. If new or additional faculty is needed, provide a plan to ensure that appropriate faculty resources are available, either within the institution or externally, to give

9. Estimate the level of new and existing resources that will be required to implement and sustain the program using the spreadsheet below.

Revenue	1st Year	2nd Year	3rd year	4th year	5th year
Federal Sources					
New					
Existing					
State Sources					
New					
Existing					
Non-State Sources					
New					
Existing					
Tuition					
New					
Existing					
Internal Allocation					
Internal Reallocation					
Total Revenue:					
New					
Existing					
<b>Expenses</b>					
Personnel: Faculty					
New					
Existing					
Personnel: Administrative/Other Professional					
New					
Existing					
Personnel: Graduate Assistants					
New					
Existing					
Facilities and Remodeling					
New					
Existing					
Equipment and Instructional Materials					
New					
Existing					
Library					
New					
Existing					
Academic and Student Support Services					
New					
Existing					
Assessment					
New					
Existing					
Student Space and Equipment (If doctoral program)					
New					
Existing					
Narrative Explanation/Justification					
Faculty Space and Equipment (If doctoral program)					
New					
Existing					
Narrative Explanation/Justification					
Total Expenses:					
New					
Existing					