New Degree Program Process

Prior to formally initiating the approval process, the college and department should agree that the proposed program meets department/college/University goals and determine whether additional resources will be needed.

If any reviewing body does not approve a new program proposal, it must provide a written explanation of the reasons. It must also state whether the problems are significant enough that approving bodies earlier in the approval process should have the opportunity to re-review any modified proposal. In any case, the faculty proposing the new program may decide to revise and resubmit the proposal or to abandon it.

1. Contact Associate Provost for Academic Administration.
    a. Determine if proposed degree program is truly new.
    b. Determine if proposed degree program is within UK's band of CIP codes that do not require full review by CPE.
        i. If not in UK's band, the CPE will have specific questions that must be answered and will need to approve the new degree program subsequent to BoT approval. (see #10)
    c. College dean's office requests statement of administrative feasibility from Office of the Provost to ensure sufficient resources for the new program.
    d. Determine what other program(s), if any, should be contacted for input.
    e. Send new degree program proposal to CPE for 45-day "pre-posting" to gain insight into whether the proposal is likely to need substantial modification after the regular CPE posting. If the pre-posting does not result in requests for modification, 3. and 4. below can be done concurrently.

2. Follow college procedures to seek approval of college faculty.
    a. Inform Associate Provost for Academic Administration of college faculty approval or disapproval.

3. Send new degree program proposal, including administrative feasibility statement, to Registrar for 45-day CPE posting.
    a. If there are objections/comments from other schools, contact them for interaction.
    b. CPE sends results of posting to Office of the Provost; results are then forwarded to the proposing units by the Associate Provost for Academic Administration.

4. Submit proposal to appropriate council(s) - Health Care Colleges Council, Graduate Council, Undergraduate Council
    a. Council reviews proposal with "Question List" for new degree programs [not yet developed]
        i. What is the effective date?
        ii. What is the intended population?
        iii. Etc. (substantive change categories here as well)
    b. Comments made/changes suggested by one council should be communicated by the contact person to any other reviewing council(s).

      c. In conjunction with council chairs, determine if comments/suggestions require re-review by either council.

5. Approving council forwards new degree program proposal and notification of approval to Office of the Senate Council (OSC).
      a. Upon receipt of all required approvals, the proposal is sent to Senate Council for live meeting review.
            i. Contact person attends for Q&A at meeting.
      b. If approved by Senate Council, the proposal is sent to the University Senate for live meeting review.
            i. Contact person attends for Q&A at meeting.

6. If approved by University Senate, the OSC forwards the approved new degree program proposal to the Registrar and Provost.

7. Provost forwards Senate-approved new degree program proposal to Board of Trustees (BoT).

8. BoT reviews, and approves or rejects the new degree program proposal.

9. If the BoT approves, the Office of the Provost (through the Associate Provost for Academic Administration) notifies the CPE, Registrar and college. (CPE will need to approve if proposed new degree program is outside UK's band; if so, college is responsible for preparing and forwarding specified materials to CPE in coordination with Associate Provost for Academic Administration.)

10. New degree program can be offered as per a future requested effective date, or the next semester.