



USER GUIDE

Kentucky Academic Program Inventory System

This manual contains basic instructions for submitting a change to an existing academic program.

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Introduction

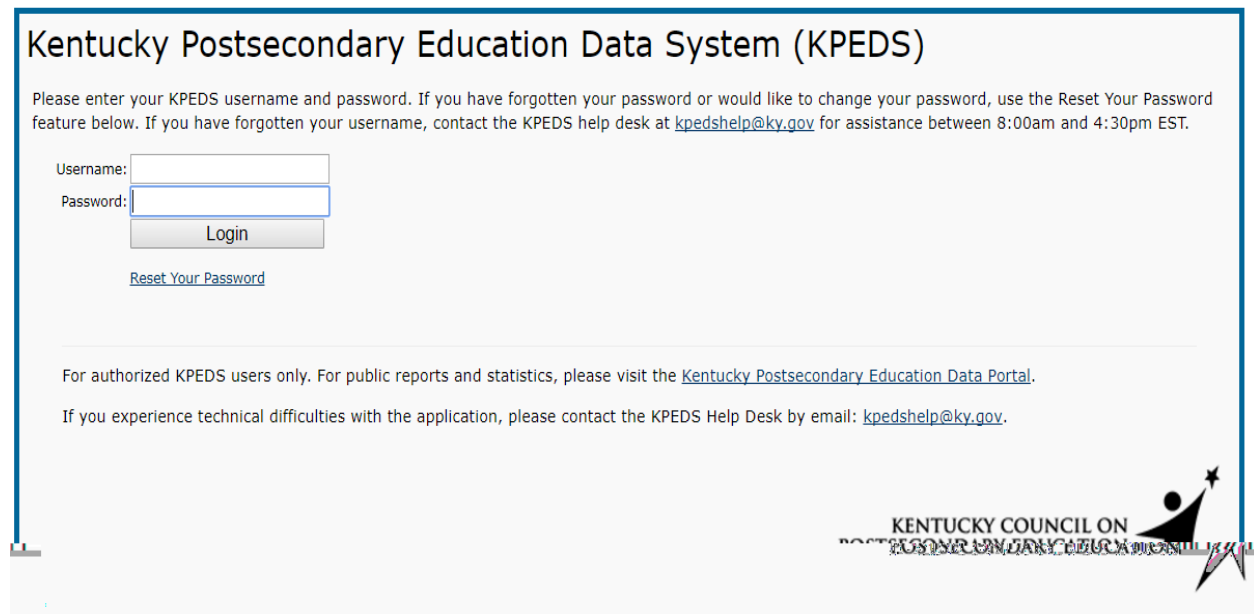
The Program Inventory is maintained by the Kentucky Council on Postsecondary Education and is updated when a new program is approved or when an institution requests changes.

Login

You must have authorization to access the program inventory. To obtain a username and password, contact the KPEDS administrator at your institution. If you need the name of that contact, email the request to KPEDSQuestions@ky.gov.

To log in:

- Go to the Kentucky Postsecondary Education Data System (KPEDS) at <http://kpeds.ky.gov/>.
- Enter your username and password.



The screenshot shows the login interface for the Kentucky Postsecondary Education Data System (KPEDS). At the top, the title "Kentucky Postsecondary Education Data System (KPEDS)" is displayed. Below the title, a paragraph of instructions reads: "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 for assistance between 8:00am and 4:30pm EST." The login form consists of two input fields: "Username:" and "Password:". Below the "Password:" field is a "Login" button. Underneath the "Login" button is a link that says "Reset Your Password". At the bottom of the page, there is a footer section with the text: "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." In the bottom right corner, there is a logo for the "KENTUCKY COUNCIL ON POSTSECONDARY EDUCATION" featuring a stylized figure with arms raised and a star above its head.

Once you log in, you will see a screen similar to the one on the next page. (Users may have access to different systems within the KPEDS portal and will see different options on their screens.)

Select "Program Management" and then "Program Inventory."

Kentucky Postsecondary Education Data System (KPEDS)

Please select from the following options:

Manage institutions, sites, modules, collections, users, organizational charts and system messages.

KPEDS – the next generation


←

Manage academic programs by submitting notification of intent for new programs or by reviewing, submitting or editing proposed programs via Kentucky Postsecondary Program Proposal System (KPPPS) or Kentucky Licensed Postsecondary Program Proposal System (KLPPPS). Manage existing program inventory.

View Administrative Reports (for admins only)

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: kpeds@ky.gov.



Kentucky Postsecondary Education Data System (KPEDS)

Please select from the following options:

Notify CPE of new programs your institution may propose in the next three years.

Review, submit or edit proposed academic programs.


Review existing academic programs.

←

Manage and edit existing program inventory.

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: kpeds@ky.gov.



On the Home Screen, you can search for a program through any of the search parameters.

KPPMS Kentucky Postsecondary Program Modification System

Manage Program Modifications

Search Existing Program

Institution : All
 Program Title :

Degree Level : All
 CIP 2 Digits : Select...
 Year Submitted : All
 Processing Status : Select...
 Program Status : Select...
 Include Inactive Institutions
 CPE Program ID :

Submitted Modifications:
 Sector 1 : 0 Sector 2 : 0

Search Clear

Total Record Count : Export :

Kentucky Postsecondary Program Inventory

Manage Program Inventory

Search Existing Programs

Institution : Morehead State University
 Program Title :
 Degree Level : All
 CIP 2 Digits : 44-Public Administration and Social Service Professions
 Year Submitted : All
 Processing Status : Select...
 Program Status : Active
 Include Inactive Institutions
 OR
 CPE Program ID :

Submitted Modifications:
 Sector 1 : 0 Sector 2 : 0

Search Clear

Total Record Count : 3 Export :

Institution Name	Program Title	Degree Level	Degree Designation	Program Status	CIP	Processing Status
Morehead State University	Public Administration	Master's	MPA	Active (A)	44.0401	SUBMITTED
Morehead State University	*Chemical Dependency Counselor Certification Program	Post-Baccalaureate...	GCERT1	Active (A)	44.0701	APPROVED
Morehead State University	Social Work	Baccalaureate	BSW	Active (A)	44.0701	APPROVED

To select the program, click on the highlighted link in blue.

New Academic Programs

When a new program is approved, it is automatically added to the inventory in “Pending Implementation” status. Once the program is implemented, it is the institution’s responsibility to change the status to “Active” and to enter all required fields.

View Program		Program Status : Pending Implementation	Modify
Program Information:	Institution Program Title :	Automotive Technology	
	CIP Program Title :	Automobile/Automotive Mechanics Technology/Technician	
	CPE Program ID :	14072	
	Specialized Accrediting Agency :	No	
Degree Information:	Degree Level :	Associate	
	Degree Designation :	AAS ASSOCIATE OF APPLIED SCIENCE	
CIP Code Information:	CIP Code (2 Digits) :	47 Mechanic and Repair Technologies/Technicians	
	CIP Code :	47.0604 Automobile/Automotive Mechanics Technology/Technician	
Program Type:	Minimum Credit Hours Required for Degree :		
	Maximum Credit Hours Required for Degree :		
	Academic Common Market :		
	Program Type :	Single Institution	

Click on the “Modify” link at the top right.

Choose the “Program Action” drop down box which will allow you to “Activate Program.”

Modifications

To modify the program, click on the “Modify” link at the top right. You can also view previous changes made in the online system by clicking “History.” If no changes have been made to the program in the system before, you will not see a “History” button.

Modify Program

Program Status : **Pending Implementation**

Program Information:

Processing Status : **INCOMPLETE**

* Institution Program Title :

CIP Program Title : **Automobile/Automotive Mechanics Technology/Technician**

CPE Program Id : **14072**

Specialized Accrediting Agency : Yes No


Program Action :

Degree Information:

Degree Level : **A - Associate**

* Degree Designation :

AAS



Murray State University

40.0501-Chemistry, General

[Return](#)

View Program

Program Status : **Active** [Modify](#) [History](#)

Program Information:

Institution Program Title : **Chemistry**

CIP Program Title : **Chemistry, General**

CPE Program ID : **2314**

Specialized Accrediting Agency : **No**

Degree Information:

Degree Level : **Baccalaureate**

Degree Designation : **BA;BS**

CIP Code Information:

CIP Code (2 Digits) : **40 Physical Sciences**

CIP Code : **40.0501 Chemistry, General**

Program Type:

Minimum Credit Hours Required for Degree : **120**


Maximum Credit Hours Required for Degree : **127**

Academic Common Market :

Program Type : **Single Institution**

After clicking “Modify,” the program entry will open up. The left side of the page (View Program) includes the current information. You will make changes on the right side of the page (Modify Program).

Note that an asterisk next to a field denotes the information is required.


Morehead State University
MPA-MASTER OF PUBLIC ADMINISTRATION
44.0401-Public Administration

Return

View Program Program Status : Active History

Program Information:
 Institution Program Title : **Public Administration**
 CIP Program Title : **Public Administration**
 CPE Program ID : **8239**
 Specialized Accrediting Agency : **Yes**

Degree Information:
 Degree Level : **Master's**
 Degree Designation : **MPA MASTER OF PUBLIC ADMINISTRATION**

CIP Code Information:
 CIP Code (2 Digits) : **44 Public Administration and Social Service Professions**
 CIP Code : **44.0401 Public Administration**

Program Type:
 Minimum Credit Hours Required for Degree : **40**
 Maximum Credit Hours Required for Degree : **43**
 Academic Common Market :
 Program Type : **Single Institution**

Track, Concentration or Specialization:

Name	Description	Total number of hours required for degree	Number of hours in track	Number of hours in Degree Program Core	Number of hours in guided electives	Number of hours in free electives
No records found...						

Modify Program Program Status : Active (A)

Program Information:
 Processing Status : **SUBMITTED**
 Institution Program Title :
 CIP Program Title : **Public Administration**
 CPE Program Id : **8239**
 Specialized Accrediting Agency : Yes No
 Program Action :

Degree Information:
 Degree Level : **M - Master's**
 Degree Designation :
Add Clear
MPA

CIP Code Information:
 Do you wish to Change the CIP Code for this program? Yes No
(Request to change CIP to a STEM+H CIP code also requires separate approval process.)
 CIP Code (2-Digits) :
 CIP Code (6-Digits) :

Program Type:

Program Information

In this section, you can change the program's name under "Institution Program Title" or change its status under "Program Action."

Program Information:

Processing Status : **SUBMITTED**

* Institution Program
Title :

Public Administration

CIP Program Title : **Public Administration**

CPE Program Id : **8239**

Specialized Accrediting Agency : **Yes** **No**

Program Action :

"Program Action" options for a currently Active program include "Suspend and Close in Five Years" or "Close Program."

- Choose "Suspend and Close in Five Years" if there will be teachouts.
- Choose "Close" if no students will be allowed to enroll in the program.

"Program Action" options for a program in "Suspend and Close in Five Years" status include "Reinstate Program" if it has been fewer than five years since program was suspended or "Close Program."

- Choose "Reinstate Program" if you plan to allow students to enroll in the program.
- Choose "Close Program" if you would like to close the program immediately. Otherwise, the program will be automatically closed after five years from the date that it was changed to suspended status.

If you select "Program Action," a "Rationale for the Program Action" will appear and must be completed before the recommendation can be submitted.

Degree Information

This section allows you to edit a current degree designation or add additional degree designations.

To change the Degree Designation, you must first “Clear” the current designation and then “Add” the new.

A program can have multiple degree designations (e.g. BA, BS or MA, MS). To add a new Degree Designation, you simply choose from the drop-down menu and click “Add.” You should not hit “Clear” and erase the current degree designation.

Degree Information:

Degree Level : **B - Baccalaureate**

* Degree Designation : BACHELOR OF SCIENCE (BS) ▼

Add **Clear**

BA;BS

* Rationale for Degree Designation Change :

Any changes to a Degree Designation requires a “Rationale for Degree Designation Change.”

CIP Code Information

CIP code changes should be exceptional because institutions are expected to select CIP codes for new programs after careful consideration of the code that most closely fits the curriculum content. After a program has been approved, requests to change CIP codes will require the institution to submit a compelling rationale and CPE staff to conduct a curriculum review.

CIP Code Information:

*Do you wish to Change the CIP Code for this program?

Yes No

CIP Code (2-Digits) : 09-COMMUNICATION, JOURNALISM, AND RELATED PROGRAMS.

CIP Code (6-Digits) : 09.0902-Public Relations/Image Management.

CIP Code (8-Digits) :

Propose Eight Digits CIP (Enter last two digits only) :

Propose Eight Digits CIP Title :

8-digit CIPS refer to KCTCS stackable credentials only.

*Has more than 50 percent of the disciplinary requirements of the program changed?

Yes No

*Rationale for CIP Code Change:

Program Type

This section allows the institution to edit required credit hours, Academic Common Market status, or program type.

Program Type:

* Minimum Credit Hours Required for Degree :

* Maximum Credit Hours Required for Degree :

Academic Common Market : Yes No

* Program Type :

For some programs, the “Minimum Credit Hours Required for Degree” and “Maximum Credit Hours Required for Degree” may be the same. However, different tracks/concentrations/specializations within a program may have different credit hour requirements. Therefore “Minimum Credit Hours Required for Degree” should reflect the requirements for the track/concentration/specialization with the fewest required credit hours and “Maximum Credit Hours Required for Degree” should reflect the requirements for the track/concentration/specialization with the higher number of required credit hours.

Academic Common Market: If an out-of-state student has requested this program, choose “Yes,” and the program will be added to the list of ACM programs. Note that this is not a required field.

The vast majority of programs are “Single Institution.” An institution may only propose a change to a “Joint” program if the other institution already has the program in that CIP. Otherwise, the proposal must go through the program approval process for the institution that does not currently offer the program.

If an institution creates either a collaborative or joint program with another institution, “Program Type” should be changed accordingly and the additional required information should be entered, including the Memorandum of Agreement that outlines the terms of the collaborative or joint program.

- A collaborative program is under the sponsorship of more than one institution or organization and contains elements of resource sharing agreed upon by the partners. None of the participating institutions delivers the entire program alone, and the partners share responsibility for the program’s delivery and quality. The credential awarded may indicate the collaborative nature of the program.
- A joint program is sponsored by two or more institutions leading to a single credential or degree, which is conferred by all participating institutions. None of the participating institutions delivers the entire program alone, and all partners share responsibility for all aspects of the program’s delivery and quality.

Collaborating Institutions:

Add Collaborating Institutions :

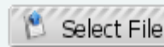
[Add Collaborating Institution](#)

Collaborating Institutions :

<u>Institution Name</u>	Remove
No records found	

Collaboration Memorandum Of Agreements:

Upload Memorandum of Agreement :
(MOA) for Collaborating Institution



[Upload](#)

Collaboration MOAs :
(Memorandum Of Agreement)

<u>File Name</u>	Download	Delete
No records found...		

Track, Concentration or Specialization

You may report the addition of a new track (baccalaureate), concentration (masters), or specialization (doctorate) in this section. You can also make changes to an existing track/concentration/specialization.

Track, Concentration or Specialization:

Option Type : **Track**

Name :

Description :

Total number of hours required for degree :

Number of hours in degree program core :

Number of hours in Track :

Number of hours in [guided electives](#) :

Number of hours in [free electives](#) :

Add
Clear

Name	Description	Total number of hours required for degree	Number of hours in track	Number of hours in Degree Program Core	Number of hours in guided electives	Number of hours in free electives	Edit	delete
Biochemistry		120	12	32	0	0		
Forensics		120	12	32	0	0		
Polymer and Materials Science		120	20	35	0	0		
Pre-Medical/Pre-Dental		120	9	32	0	0		
Pre-Pharmacy		120	13	33	0	0		
Secondary Certification		127	33	34	0	0		

Instruction Type

You may report changes in delivery modes in this section.

Note that the categories are not mutually exclusive. A program may be offered 100% face to face and 100% distance learning, for example.

If you select “Yes” for Alternative Learning Formats, you will see a list from which to select. Select all that apply.

Instruction Type:

100% F2F in classroom : Yes No

100% Distance Learning : Yes No

F2F/Distance Learning Hybrid : Yes No

Does the program use alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)?

Yes No

Alternative Learning Formats:



- Accelerated courses
- Courses that combine various modes of interaction, such as face-to-face, videoconferencing, audio-conferencing, mail, telephone, fax, e-mail, interactive television, or World Wide Web
- Courses with "rolling" entrance and completion times, based on self-pacing
- Courses with multiple entry, exit, and reentry points
- Distance learning
- Evening/weekend/early morning classes
- Instruction at nontraditional locations, such as employer worksite
- Modularized courses
- Technology-enhanced instruction


Document Upload

Use this section to upload any additional information related to the program.

Note that CPE staff have uploaded archived program approval letters to many programs.

Document Upload

File Name	Download	Delete
Approval Letter MoSU_M_44.0401.pdf		



Final Steps

The final step for the institution is to note the official dates for the changes.

Enrollment Allowed : Yes	
* Effective Date of Change at Institution :	August ▼ 2017 ▼

For certain types of changes, including changes to Degree Designation and CIP code, you will be required to provide additional information related to the reporting of enrollment and degree data.

Enrollment Allowed : Yes	
* First Enrollment Reporting Year and Semester after Modification :	Select ▼ <input type="text"/>
* First Degree Reporting Year after Modification :	<input type="text"/>
* Effective Date of Change at Institution :	August ▼ 2017 ▼

You will then select “Save” or “Submit” from the drop-down Action menu and hit “Submit.”

- Select “Save” when you may want to continue working on the change.
- Select “Submit” when you are ready for the change to be transmitted to CPE.

Changes are not finalized and the inventory is not updated until CPE staff approve the proposed changes in the online system.

Questions

For additional assistance, you may contact the CPE staff at KPEDSQuestion@ky.gov.