![CPE — Higher Education Matters]

New Academic Program Approval User Guide

Universities

CPE Contact
Sheila Brothers, Senior Director of Academic Excellence and Student Success
Email: Sheila.Brothers@ky.gov

Table of Contents

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 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 at other public universities. NOIs must be submitted by the 10th day of the month.

Users
The Chief Academic Officer and one designee has access to the KPEDS program approval system. For any designee changes, the Chief Academic Officer 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.

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 for assistance between 8:00am and 4:30pm EST.

Username:

Password: •••••••••••

Login

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.

KENTUCKY COUNCIL ON POSTSECONDARY EDUCATION

Select the **Program Approval** button.

Kentucky Postsecondary Education Data System (KPEDS)

Please select from the following options:

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

Program Approval
Review, submit or edit proposed academic programs.

Program Inventory
Manage and edit existing program inventory.

Logout

New Certificates/Diplomas

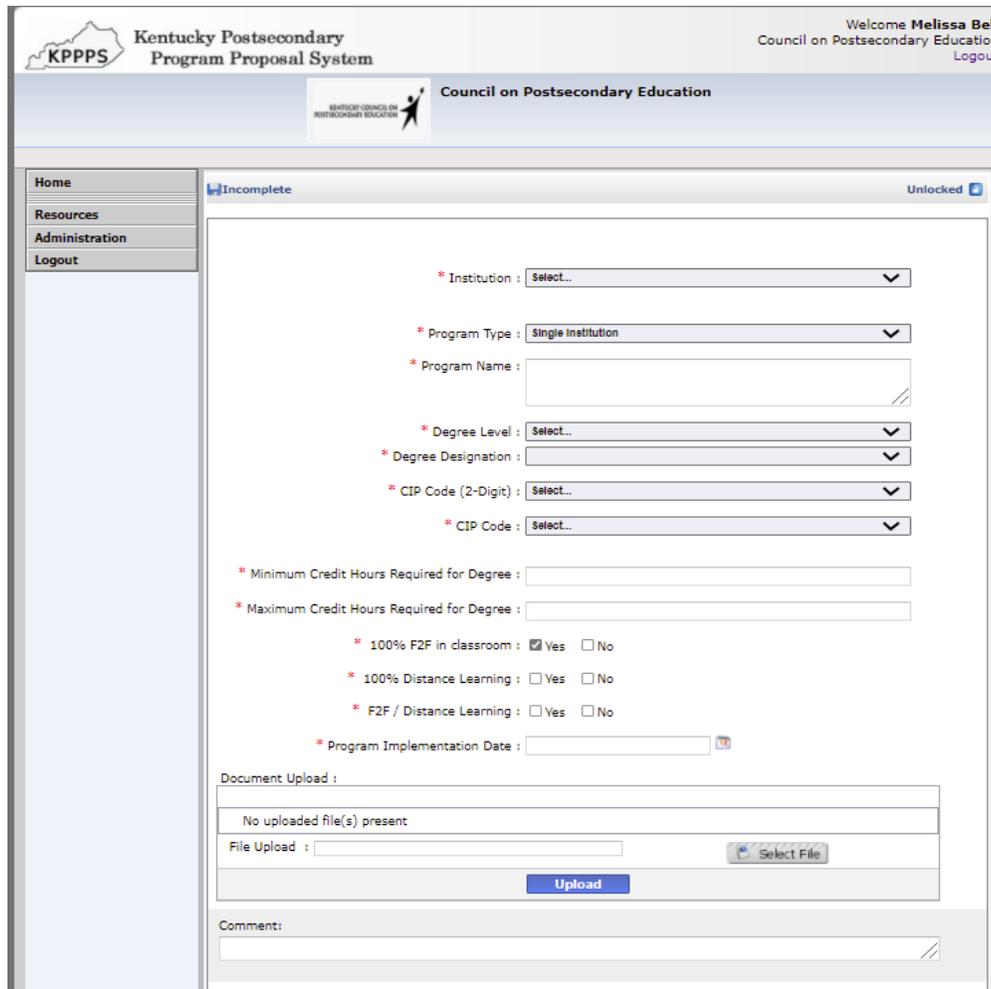If you are proposing a new certificate or diploma, click **Add Diploma/Certificate**.

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 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
> Please 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.

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.

Notification of Intent (NOI)

Select Notification of Intent to notify the Council of intent to create a new program. The institution will post to the online system by the **10th of the month.** All submitted notifications are shared with the chief academic officers at their regular meetings. Once a NOI is approved by CPE staff, an institution may submit a proposal.

Kentucky Postsecondary Education Data System (KPEDS)

Please select from the following options:

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

Program Approval
Review, submit or edit proposed academic programs.

Program Inventory
Manage and edit existing program inventory.

Logout

Proposals must be submitted within one year of NOI approval.

To add a Notification of Intent, click either "Add NOI" button. You will be directed to a page asking you to provide the program title, degree level, and a brief program description.

+ Add NOI   + Add NOI

Q Search NOI

Institution
ALL

Program Name

Degree Level
Select...

CIP Code (2-Digit)
Select...

Year Submitted
2024

Search
Q Search

Below is a screen shot of the NOI page.

Program Information

Institution
Please select from the drop-down menu.

Program Name
Include the institution's 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.
Please indicate whether the program replaces or enhances any existing programs.

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 a degree designation from the drop-down menu.

CIP Code (2-Digit)

CIP Code
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. Appropriate CIP code selection is important to the alignment of program, institutional, and statewide academic portfolio objectives.

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.

Proposed/Expected Institutional Board Approval Date
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. Since institutions may not know a specific date, please choose any day within the month and year that the implementation is planned.

Demand

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.

Student Demand 🛈				
*Year1	*Year2	*Year3	*Year4	*Year5
15	38	65	94	126

Market Demand

Institutions should provide a strong rationale for why this program is needed.

Employer Demand

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

Type Of Job

* Regional Average Wage ($)	*Regional # of Openings	* Regional Growth Projections (%)
0	0	0
* State Average Wage ($)	*State # of Openings	*State Growth Projections (%)
0	0	0
* National Average Wage ($)	*National # of Openings	* National Growth Projections (%)
0	0	0

Add   Clear

Indicate source of market demand information and timeframe for growth projections

Most of the current Bureau of Labor Statistics projections are for 2016-2026. 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

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, please 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

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 on the following areas:

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.

Cost

Provide a summary of revenues and expenditures.

Projected Revenue over Next Five Years	$
Projected Expenses over Next Five Years	$
Net Cost over Next Five Years	*Auto- calculation*

Will additional faculty be needed?

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

Provide a budgetary rationale for creating this new program.

Institutions should 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.

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 screen shot of what you will see.

Basic Info	Overview	Objectives	Demand	Cost	Assess

Program Quality and Student Success

⊟Incomplete   Unlocked ⊡

The curriculum should be structured to meet the stated objectives and student learning outcomes of the program.

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

> The curriculum is designed specifically to align with the program objectives.
>
> 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.

> 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

If you wish to upload supporting documents for student learning outcomes, please include those here:

No uploaded file(s) present

File Upload : [_____]   🗋 Select File

Upload

3. Highlight any distinctive qualities of this proposed program.

> 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.

   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 screen shot 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.

c. **4-YEAR INSTITUTIONS ONLY: Please provide Gray Associates Program Evaluation System Scorecard data snapshot for new program.**
You must upload at least one file.

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? Explain any shared faculty, shared courses, collaborative research, etc. within the proposing institution or with other institutions.

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

Cost

This is a partial screen shot of what you will see.

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 asses 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 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 cha
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 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.

▶ A. Funding Sources, by year of program	1st Year	2nd Year	3rd Year	4th Year	5th Year
Total Resources Available from Federal Sources					
New :	0	0	0	0	0
Existing :	0	0	0	0	0
Narrative Explanation/Justification :					
Total Resources Available from Other Non-State Sources					
New :	0	0	0	0	0
Existing :	0	0	0	0	0
Narrative Explanation/Justification :					
State Resources					
New :	0	0	0	0	0

Assess

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

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.

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.