



New Academic Program Approval User Guide

KCTCS

CPE Contact
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Introduction

This document guides KCTCS through the CPE Program Approval submission process. 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

The 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, extending the review period. 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

Log in 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:

[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 Postsecondary Education Data System (KPEDS)

Please select from the following options:

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

Review, submit or edit proposed academic programs.

Manage and edit existing program inventory.

New Certificates/Diplomas

Select the "Program Approval" button.

Kentucky Postsecondary Education Data System (KPEDS)

Please select from the following options:

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

Review, submit or edit proposed academic programs.

Manage and edit existing program inventory.

To propose a new certificate or diploma, click **Add Diploma/Certificate**.

Proposal Type :

Institution :

Degree Level :

CIP 2 Digits :

Submission Year :

Proposal Status :

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

The screen below will appear. All fields are required.

KCTCS Academic Program Approval User Guide

The screenshot displays the 'Incomplete' form page in the KCTCS Academic Program Approval System. The page is titled 'Incomplete' and is 'Unlocked'. The form contains the following fields and options:

- Institution:** Select...
- Program Type:** Single institution
- Program Name:** Text input field
- Degree Level:** Select...
- Degree Designation:** Select...
- CTP Code (2-Digit):** Select...
- CTP Code:** Select...
- Minimum Credit Hours Required for Degree:** Text input field
- Maximum Credit Hours Required for Degree:** Text input field
- 100% F2F in classroom:** Yes No
- 100% Distance Learning:** Yes No
- F2F / Distance Learning:** Yes No
- Program Implementation Date:** Text input field with a calendar icon
- Document Upload:** No uploaded file(s) present. File Upload: [Text input] [Select File] [Upload]
- Comment:** Text input field
- Submit To CPE:** Select dropdown menu [Go]

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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 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

Select one of 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

CIP Code

~~The proposed Classification of Instructional Programs (CIP) code should be considered carefully. Select the CIP code that most appropriately describes the content of the proposed program. Appropriate CIP code selection is important to the alignment with program, institutional, and statewide academic portfolio objectives. The [A complete list of CIP codes is available through the Integrated Postsecondary Education Data System](#). National Center for Education Statistics provides [a complete list of CIP codes](#).~~

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

Field Code Changed

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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. 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 a track within a program that requires more than the minimum credit hours.

Modality

Legislators, media, and the general public often ask CPE which programs can be completed entirely online. Select the modality of the proposed program.

100% F2F in Classroom

100% Distance Learning

F2F / Distance Learning

Program Implementation Date

Provide a proposed implementation date. Because the specific date may not be known, choose any day within the month and year that implementation is planned.

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New Degree Programs

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

The screenshot shows a navigation bar with the text 'am' on the left and two buttons: 'Add New Proposal' and 'Add Dip'. Below this is a search filter section with the following fields:

- Program Type : Select...
- Institution : All
- Level : Select...
- Digits : Select...
- Year : All
- Status : All

Below these fields is an 'OR' separator and a search bar with a 'Search' button and a 'Clear' button. The search bar contains the text 'Proposal Id : '.

Basic Info Tab

The screen below will appear.

The screenshot shows the 'Basic Info Tab' in the KPPPS system. The header includes the KPPPS logo, 'Kentucky Postsecondary Program Proposal System', and a welcome message for Melissa Be. The main content area is titled 'Basic Info' and contains the following fields:

- Institution**: Ashland Community & Technical College
- Program Name**: [Empty field]
- Degree Level**: Select...
- Degree Designation**: Select... (You must add Degree Designation) [Add button]
- CIP Code (2-Digit)**: Select...
- CIP Code**: Select...
- Is this program an advanced practice doctorate?** Yes No
- Program Type**: Select... [Help button]
- Proposed Implementation Date**: [Date field]

Below these fields is the 'Institutional Contact Information' section:

- First Name**: [Empty field]
- Last Name**: [Empty field]
- Title**: [Empty field]
- Email**: [Empty field]
- Work Phone**: ([Empty field]) [Empty field] [Empty field]

A red warning message is displayed at the top of the form: 'ALL RED highlighted fields must be filled in. If the highlighted field is left blank the system will not let you Save form (Please scroll down to see all the fields)'.

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Institution

Choose from the drop-down menu.

Program Name

Include the proposed name for the program.

Degree Level

Select from the drop-down menu.

Degree Designation

Select from the designations listed in the drop-down menu. Remember to click “Add.”

CIP Code (2-Digit)

~~The suggested Classification of Instructional Programs (CIP) code should be considered carefully. 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~~ After a 2-digit CIP Code has been selected, ~~please~~ choose the most appropriate 6-digit CIP Code (a drop-down menu will display choices). Select the CIP code that most appropriately describes the content of the proposed program.

Council staff will review the recommended CIP and finalize the CIP code with the KCTCS System Office.

Is this program an advanced practice doctorate? Yes/No

Select 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. Because institutions

Field Code Changed

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may not know the specific date, choose any day within the month and year that implementation is planned.

Institutional Contact Information

Submit contact information for the program director: first name, last name, title, email, and phone.

Date of Governing Board Approval

The Board of Regents should approve the program before submission to the online program approval system. However, the KCTCS president may approve adding an existing program to a different college if the program was previously approved by the Board of Regents.

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Overview Tab

A screen similar to the one below will appear.

Submission Date : Wednesday, June 30, 2021 End of Review Date : Friday, July 30, 2021

Home
Full Proposal
User Comments
Reports
Resources
Administration
Logout

Pre-Proposal Status
Approved
Unlocked
View more status

Action
Select an action... Go

Basic Info Overview Objectives Demand Cost Assess

Centrality to the Institution's Mission and Consistency with State's Goals

Approved Locked

1. * Provide a brief description of the program with its estimated date of implementation.

Does this program have any tracks (Yes/No)? Yes No (If yes, please add at least one program track item.)

2. Describe how the new program is consistent with the mission and goals of the institution.

3. Is an approval letter from Education Professional Standards Board (EPSB) required? Yes No

4. Is there a specialized accrediting agency related to this program? Yes No
If yes, Identify the accreditor: American Bar Association
Will Accreditation be sought? Yes No

5. Does this program have a clinical component?
If yes, discuss the nature, appropriateness, and availability of clinical sites."
(Should not be blank)

6. Describe the rationale and need for the program to include how the institution determined need.

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

Does this program have any tracks? Yes/No

If "Yes," 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 the institution's mission and strategic plan. Highlight which areas of the 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? Yes/No**

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EPSB is charged with establishing standards of performance for preparation programs and approving educator preparation programs at colleges and universities.

4. **a. Is there a specialized accrediting agency related to this program? Yes/No**
If "Yes," identify the accreditor.
- b. Will accreditation be sought? Yes/No**
5. **Does this program have a clinical component? Yes/No**
 - a. **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.**
The same language that was submitted to SACSCOC as part of the SACSCOC Substantive Change documentation can be used here

NOTE: Click "SAVE" at the bottom of the page to move to the next Tab.

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Objectives Tab

This is a partial screenshot of what will appear.

Basic Info Overview **Objectives** Demand Cost Assess

Program Quality and Student Success

Incomplete Unlock

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.

2. Describe how the student learning outcomes for the program will be assessed.

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

No uploaded file(s) present

File Upload :

3. Highlight any distinctive qualities of this proposed program.

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.

Provide a narrative, a visual (chart, table, graphic), or both to demonstrate the relationship between program-level student learning outcomes and course-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.

Every student learning outcome must have a plan for assessment. 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.

Supporting documentation for student learning outcomes can be uploaded via the file upload area.

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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 of the proposed program.

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.

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.

Download [the course template](#) from within this question in KPEDS, fill it out, and upload it.

7. Describe administrative oversight to ensure program quality.

The same language provided to SACSCOC as part of the substantive change documentation can be used here.

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.

The same language provided to SACSCOC as part of the substantive change documentation can be used here

NOTE: Click “SAVE” at the bottom of the page to move to the next Tab.

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Demand Tab

This is a partial screenshot of what will appear.

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.**

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.*

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

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

Enter numbers into the online form.

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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	<input type="text"/>
Regional Average Wage (USD)	<input type="text" value="0"/>
Regional # of Openings	<input type="text" value="0"/>
Regional Growth Projections (%)	<input type="text" value="0"/>
State Average Wage (USD)	<input type="text" value="0"/>
State # of Openings	<input type="text" value="0"/>
State Growth Projections (%)	<input type="text" value="0"/>
National Average Wage (USD)	<input type="text" value="0"/>
National # of Openings	<input type="text" value="0"/>
National Growth Projections (%)	<input type="text" value="0"/>
<input type="button" value="Add"/> <input type="button" value="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.

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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, two additional items require responses.

Provide the following information: a comparison of objectives/focus/curriculum to similar programs, student populations, access to existing programs, and feedback from other institutions. If a similar program has declining enrollment rates or declining graduation rates, provide the information used to determine there is a growth opportunity in the region and/or state.

- c. How will the program support or be supported by other programs within the institution?
If the program is part of a stackable credential, provide those details.

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Cost Tab

This is a partial screenshot of what will appear.

Basic Info | **Overview** | **Objectives** | **Demand** | **Cost** | **Assess**

Cost and Funding of the Proposed Program

Approved Locked

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 assessment is to ensure that the program will be efficient in its 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 of 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 change.
 - 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: 1

	File Name		
	KPEDSNG Changes.docx		

The resource requirements and planned sources of funding of the proposed program must be described in detail to assess the adequacy of the resources to support a quality program. [Describe grants, legislative funding, etc. as applicable.](#) 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, but if not, explain sources(s) of additional funding for the proposed program.

A. Funding Sources, by year of program	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th 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

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Assess Tab

4- What are the plans to evaluate students' post-graduate success? Describe the metrics that will be used to define success. Explain how employers and/or graduates will be contacted.

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Commenting on a Proposal

Institutional-KCTCS system office representatives with KPEDS program approval accounts will be notified via email 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 to review. This will open the proposal. Choose the tab (Cost, Assessment, etc.) that is relevant to the comment. Then, click "User Comments" on the left side of the screen. Click the "Add Comment" button to add the comment to the proposal.

Next Steps

Upon completion of the 30-day review window, proposals from KCTCS for which all CPE questions and any issues raised by other institutions have been addressed will be approved by CPE staff. An approval notification will be sent via email. Upon receipt of approval, the KCTCS System Office representative must log into the Program Inventory system and provide the required information to activate the program. The program will not be active in the inventory until the last step is completed by the KCTCS System Office and subsequently approved by CPE staff.

After a program is approved by the Council, a college has up to three years to activate and implement the program. If the program has not been activated and implemented within this timeframe, the program approval process will restart.