Jumping Through the Hoops
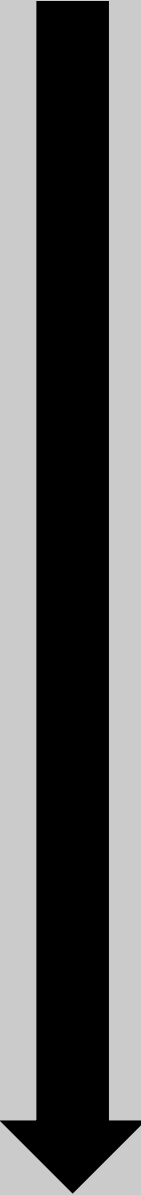
The Internal and External Curricular Approval Process for New Programs
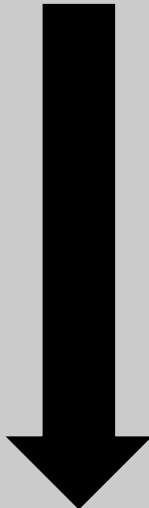
Is it a new program?

SACSCOC	CPE	WKU
• Major, Certificate, or Program considered substantive change.	• Major, Certificate, or Program with a CIP code (not currently used at WKU) or using that CIP at a new level • Merging a program into a single program and using a new CIP code • Separating programs into two or more programs. The program with the new CIP is considered new.	• New major/certificate/ program needing a new reference number (not a title revision)

New Majors
and Programs
(not Certificates)

New Major/Program	WKU	CPE	SACSCOC
Step 1		Notification of Intent (CPE approval required before proposing a program)	Consult with the Provost's Office on Substantive Change
Step 2		CCAO NOI Approval (Chief Academic Officers from state institutions approve NOIs)	
Step 3	CourseLeaf New Program Proposal Form (Program form will require the CPE information)	CPE Proposal Form + Budget Spreadsheet Includes: -Market Data -Budget Information -Assessment Plan	SACSCOC Prospectus (if required, must be submitted by January 1 for Fall implementation or July 1 for Spring implementation; 6 months in advance) Includes: -Market Data -Budget Information -Assessment Plan

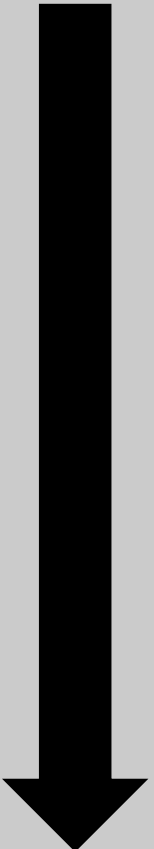| New Major/Program	WKU	CPE	SACSCOC
			Prospectus (Continued)
Step 4	Departmental Review		
Step 5	Dean Review		
Step 6	College Review	CPE Proposal + Budget Review	
Step 7	PEC (if applicable)		
Step 8	Undergraduate Curriculum Committee or Graduate Council Curriculum Committee/Graduate Council		
Step 9	Faculty Senate		

New Major/Program	WKU	CPE	SACSCOC
Step 10	Provost		
Step 11	Board of Regents Academic Affairs Committee	CPE Proposal Available for Public Viewing (proposal must have BOR sub-committee approval prior to CPE submission; 30 Day Review Period)	
Step 12	Board of Regents		
Step 13		ASI Committee Approves CPE Proposal ASI committee requires submission 4 weeks prior to committee meeting) CPE Board Approval	SACSCOC Board Approval
Step 14	Program Inventory (Banner and Degree Audit)		

New Certificates
(not Vocational)

New Certificate	WKU	CPE	SACSCOC
Step 1		Consult with the Provost's Office on certificate hours and CIP code selection. **If a SACSCOC Prospectus is required,** Notification of Intent (CPE approval required before proposing a program) and CCAO approval before moving to Step 2.	Consult with the Provost's Office on Substantive Change
Step 2	CourseLeaf New Program Proposal Form (Assessment Plan required for SACSCOC)	**If a SACSCOC Prospectus is required,** CPE Proposal + Budget Review	SACSCOC Prospectus (if required, must be submitted by January 1 for Fall implementation or July 1 for Spring implementation; 6 months in advance) Includes: -Market Data -Budget Information

Step 3	Departmental Review		
Step 4	Dean Review		Prospectus (Continued)
Step 5	College Review		
Step 6	Undergraduate Curriculum Committee or Graduate Council Curriculum Committee/Graduate Council	**If a SACSCOC Prospectus is required,** CPE Proposal + Budget Review	
Step 7	Faculty Senate		
Step 8	Provost		
Step 9	Board of Regents Academic Affairs Committee	**If a SACSCOC Prospectus is required, CPE Proposal Available for Public Review** (All information is shared with KY institutions for review) **ASI Committee** (proposal must have BOR sub-committee approval prior to CPE submission; ASI committee requires submission 4 weeks prior to committee meeting)	

New Certificate	WKU	CPE	SACSCOC
Step 10	Board of Regents		
Step 11		**If a SACSCOC Prospectus is required,** CPE Board Approval	SACSCOC Board Approval (if substantive change)
Step 12	Program Inventory (Banner and Degree Audit)		