

Program Approval Process (chronological order):

0. Process overview with Provost office (sylvia.gaiko@wku.edu or 745-8985)
 1. New program proposal are developed by the academic unit's curriculum committee with approval of the faculty.
 - A. CPE approval is required if over 24 credit hours at the undergraduate level and 18 at the graduate level. The WKU Associate VP for Planning and Program Development provides guidance for the CPE reporting.
 - B. Programs at the sub-Associate degree level (all lower division courses) require KCTCS BOR approval before CPE posting.
 - C. Programs with an on-line delivery should notify the Provost office.
- NOTE:** It is important at this stage to ensure adequate resources are available to support the program (library, faculty, etc.), and the need/demand is justified.
2. Department
 3. College Curriculum Committee (If program leads to educator certification the next step is the Professional Education Council (PEC), and then to UCC or Graduate Council).
 4. CPE **Pre-Proposal**, posted by the Provost office

NOTE: Comment(s) from other institutions that require a response are forwarded to the academic program, and coordinated through the AVP of Planning and Program Development office.
 5. Undergraduate Curriculum Committee (UCC) or Graduate Council
 6. Senate
 7. Provost
 8. WKU Board of Regents
 9. CPE **Full-Proposal** (cannot market until approved by CPE)

Additional Possible Step: If the program leads to educator certification the proposal is approved by the KY Education Professional Standards board (EPSB). The proposal goes to EPSB *after* the PEC and *before* CPE.

SACS (program significantly different from current offerings)

- 1) Letter of Notification (anytime)
- 2) Prospectus (due to SACS 6 months in advance of implementation and due to the Provost Office 1 month before that date)

Certificates are a series of courses related to a specific topic or skill, with a primary purpose of providing marketable, entry-level skills. If the certificate prepares students for employment in a recognized occupation (ties to a CIP code), and is at least a certain number of credit hours, Title IV funding is available (8 credit hours at Graduate level, and 16 at undergraduate). Justification must be provided in the form of "**Intent to Offer**" information required for Title IV funding.

CIP Code program designation is determined by the faculty in consultation with the AVP of Planning and Program Development office. The faculty can search

available codes (six-digit required):

<http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

The criteria reviewed at the CPE level are outlined below:

- consistency with the institution's mission and the strategic agenda;
- alignment with the priorities in the strategic implementation plan for achieving the strategic agenda;
- elimination of unnecessary duplication of programs within and among institutions; and
- efforts to create cooperative programs with other institutions through traditional means, or by use of distance learning technology and electronic resources, to achieve effective and efficient program delivery.

WKU Proposal template and guidelines are found: <http://www.wku.edu/ucc/>

If questions, please call UCC chair or Associate VP for Program Development (Sylvia Gaiko, 745-8985)