

**Approval, Routing, and Notification Procedures
for Course and Curriculum Changes**

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Approval, Routing, and Notification Procedures for Course and Curriculum Changes

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Introduction

The information in this manual describes the procedures that must be followed for all matters relating to modifications in courses, academic plans, and degree programs. These modifications also include adding and discontinuing courses and degree programs. Each modification is initiated by a proposal that identifies the specific process – new, change, or discontinue. In addition, the proposal will also be classified within one of three approval categories – expedited review, non-expedited course/curriculum approval, or academic program approval. Since many current changes are of a minor nature (e.g., correcting errors, updating titles, minor wording changes, or term offered, etc.), an expedited review would allow for quick reviews and changes with opportunities for a more complete review if problems are noted. This expedited review process for changes has been streamlined and is more focused, but also allows for more rapid reviews and changes. Given the implications of changes in academic plans and programs (majors, minors, options, certificates, secondary majors, and collaborative programs), course approval and academic program approval reviews are more comprehensive and complete, with many feedback loops and time for discussion.

The Faculty, along with Department Heads, Deans of Colleges, the University Administration, and the Kansas Board of Regents (KBOR) are all involved with the “change process” described in this manual. At any step in the process (either expedited, non-expedited, or academic program approvals), the proposal may be returned for clarification, denied approval, or it may be approved. If not approved, the proposal is no longer viable and no further consideration will occur for that particular proposal.

The Faculty Senate has established policies governing all academic matters including requirements for courses and academic plans, requirements for degrees, academic standards for students and for the institution, and evaluation of the educational program. In addition, the policies and procedures related to program assessment and improvement require that each course, curriculum and degree program must include learning outcomes.

The powers of the general faculty are described in Appendix E of the University Handbook. It states:

1. The faculties of colleges and universities have control of all matters dealing with the courses and curriculums offered by the institution, and the granting of degrees. These powers are subject to final approval by the Board of Regents.
2. The general faculty of Kansas State University has the authority to participate in the establishment of policies for the supervision and control of student affairs, faculty affairs, and professional staff affairs.
3. Faculty participation is essential to the establishment of policy relating to many all-university issues. Faculty have the power to participate in the formulation of policies concerning such matters.

A proposal is required for all new courses, modifications to courses, and discontinuation of courses. Furthermore, a proposal is required for all curriculum changes and for adding or discontinuing degree programs. The proposal is approved through the department, college levels, and Graduate School for graduate programs. Afterwards, for all non-expedited course and curriculum changes, the Faculty Senate Executive Secretary receives the proposal and tracks the proposal through the rest of the process and notifies pertinent parties of the proposal status. At any stage during this approval process, a reviewing body can refer the proposal back to the previous reviewing body, and/or may consult with the originating department contact person.

Policies

Kansas Board of Regents (KBOR) Approval of New Academic Programs:

The KBOR Policy Manual [Academic Affairs [Chapter II, Section A.](#)] stipulates that the Board approval is required for the establishment of new degree programs. When the Board considers the establishment of a new degree program or major, information regarding its need, quality, cost and means of assessment become paramount. Their manual outlines the policies, procedures and criteria the Board utilizes when reviewing request for new academic degrees and majors.

The academic programs should follow the procedures and complete the required forms for the establishment of a new degree program as outlined in Chapter II of the KBOR Policies and Procedures for the Approval of New Academic Programs:

http://www.kansasregents.org/academic_affairs/new_program_approval

Course number reissued:

When a department drops a course, the course number cannot be reissued for five years.

Degree Approval

Approval for an Associate's degree, Bachelor's degree, Master's degree, or the earned Doctorate degree: The Dean of the College is responsible for determining the award of degrees and forwarding on to the Registrar's Office. Final approval is given by Faculty Senate.

Posthumous Degree: A student who dies while actively pursuing a degree at Kansas State University may be considered for a Posthumous Degree. The Dean nominates the student for consideration by Academic Affairs and Faculty Senate. If approved, the degree would be granted and noted on the transcript and the diploma that it is a posthumous degree. A student must be in good academic and conduct standing to be considered for a posthumous degree.

New Doctoral Programs

When an institution proposes a new doctoral program, the KBOR (Kansas Board of Regents) shall employ three external consultants selected by the President and CEO to review the requesting institution's ability to deliver the proposed program and to review all similar programs in the system, if there are any. The criteria referenced in the KBOR policy manual shall be followed by the consultants in determining the quality of the proposed program. The Council of Chief Academic Officers, the Council of Presidents and the Board shall review the consultants' report before a final decision regarding the proposed doctoral program is rendered. All expenses of the special review shall be borne by the proposing institution. Cost of subsequent reviews related to deficiencies shall be borne by institutions found to have deficient areas. See KBOR policy manual, [Chapter II, Section A.7.f.](#) for further detail.

Student Learning Outcomes (SLOs)

In accordance with Board of Regents Policy and Procedures manual for new undergraduate and graduate degrees and certificate programs, an Assessment of Student Learning Plan for the first three years of the degree program should be attached. The Office of Assessment has these templates on line. The Assessment Plan template can be found at:

<http://www.k-state.edu/assessment/slo/>

The Student Learning Outcomes cover sheet can be found at:

<http://www.k-state.edu/assessment/slo/>

The Assessment Plans for undergraduate programs must be approved by the College Assessment Review Committee (CARC) and for graduate programs, by the Graduate Council Assessment and Review Committee prior to submission to Academic Affairs.

General Procedures by Organization

A. Department: The faculty member(s) most clearly associated with the course and/or curriculum change electronically submit(s) the proposal using the designated form for consideration and review to the Department Course/Curriculum Committee. Consideration should be given to availability of faculty, space, equipment, library facilities, and budget in addition to the desirability of the course content. All proposals for new degree programs including proposals for new secondary majors must follow the KBOR (Kansas Board of Regents) requested format. For collaborative programs, KBOR requires additional information be completed (see Appendix L of this document). For certificate programs, K-State's certificate policy must be followed (see Appendix M). A proposal to change a current degree name must follow the same approval process as a new degree program in that the change to the degree name must receive approval from the department, college faculty, faculty senate academic affairs, faculty senate, provost, and KBOR COCAO (KBOR Policy (Chapter II, Section A.)

For undergraduate program course and curriculum changes, the faculty member discusses the changes proposed with their respective Dean's Office, determines the appropriate process for changes to courses and curriculum, either expedited or full process, what other departments may be affected, and the appropriate documents needed.

For graduate program course and curriculum changes, the faculty member discusses with Graduate School the changes proposed and the appropriate documents needed. Also, the faculty member may want to confer with the Graduate School as to the appropriate process for changes to courses and curriculum, either expedited or full process.

Note: For graduate program courses numbered 599 or below, changes do not need to go to the Graduate School.

The Office of Planning and Analysis is notified about the proposed additions, deletions, and changes to courses, academic plans, and programs. The Office of Planning and Analysis assists with identifying an appropriate Classification of Instructional (CIP) code for new programs. This code is a federal code used by all higher education institutions to submit data to the U.S. Department of Education and to easily compare degree programs.

Prior to approval, the department must obtain documents (email, memo, etc.) verifying notification and approval of the change(s) by other departments within or outside the college that may be affected by this change(s). Approval should be received from the department head, unit head, or director of the department affected. The documents need to be on file for easy retrieval if questioned. **If there is a direct impact on another department or unit, a statement shall be included with the proposal containing a brief description of the problem, resolution, and supporting documentation. If a response is not received from the impacted unit in a timely manner, this should be included in the statement.** Changes that affect another department or unit outside the college may not go through the expedited process.

In addition to notifying other departments and colleges of changes, the Library needs to be consulted about new library resources and/or services the curriculum or program will require. The department may contact the chair of the University Library Committee regarding this matter.

If the Department Course/Curriculum Committee approves a proposal, it is considered for approval by the department faculty as a whole. If the Department Faculty approves the proposal(s), then the recommendation is forwarded to the College Course/Curriculum Committee for approval.

The department shall submit their approved course data sheet(s), curriculum change(s), and/or new program documentation to their respective College Dean's Office in electronic format. Either a hard copy or electronic copy of the form containing the department head's signature must also be submitted to the dean's office for future reference. The department shall maintain a current record of all approved courses and their descriptions.

B. College: The faculty of each college shall determine the method of selection for their Course/Curriculum Committee. The Dean's office of each college should forward the name of the chair to the Faculty Senate office at the start of the fall term.

1. **Expedited Process:** The College Course/Curriculum Committee is responsible for review of all expedited changes proposed by units within the college. They may approve, reject, or send any proposal back for revision, clarification, or modification. Approved proposals will be effective immediately after the committee approves them (with the exception of graduate items, which will need approval from the Graduate Council). The committee chair will notify the dean's office personnel of action taken at their meetings. Dean's office personnel will then be responsible for notifying Registrar Office personnel, Faculty Senate, and the Graduate School of approved changes. The committee may set their own schedule of meetings during each semester in order to facilitate expedited changes in a timely manner. This schedule does not need to be the same as college faculty meetings. The proposals and approvals for expedited changes, as distributed by the dean's office personnel, would serve as notification to college faculty.

■ Proposals and approvals for the College Course/Curriculum Committee meeting will be distributed for expedited changes*. Course forms or curriculum forms must be submitted electronically to the individual in charge of creating the proposals and approvals. Either a hard copy or electronic copy with the department head's signature will be submitted at the same time and be kept in the dean's office (or area designated by the dean's office) for future reference.

See <http://www.k-state.edu/registrar/ccap/> for the forms to use.

Using these forms submitted by departments, the information is summarized and the proposals are created for distribution. The proposals are to be distributed to the list of persons and offices shown in the last paragraph in this section. A minimum time of **10 calendar days** shall accommodate the distribution of the expedited proposals to permit time for campus-wide review and feedback of proposals before the College Course/Curriculum Committee Meeting. Objections to a proposal shall

be made known to the College Curriculum Chair, Dean's Office, and to the responsible Department Head. The College Dean is kept informed of all developments. All colleges should follow the same format. Information in these sheets will include: A cover sheet shall accompany the document indicating the name of the college or unit proposing the changes; the date, time, and location of the course/curriculum committee meeting or details of the electronic comment and voting period; a contact person; and any impact on other units within the college. The body of the sheets will include: the department proposing the change; from and to section containing the change; rationale; and effective date. Undergraduate expedited course changes (000-599) should appear first and then Graduate expedited course changes (600-999). Minor curriculum changes should appear after course changes; undergraduate first and then graduate. For more information on what qualifies for the expedited process, please see the Expedited Review Process section located later in this manual.

- Approvals from the College Course/Curriculum Committee meeting will often be identical to the proposals, except for the cover page. If any proposals were not approved, this should be indicated on the last page of the approvals.

* The College Course/Curriculum Committee may review expedited proposals and non-expedited proposals at the same meeting. When this occurs, there will be forms and proposals for expedited changes, but only the course or curriculum forms will be available for the non-expedited changes as they will be included in the proposals for the college faculty meeting (see below).

2. **Non-Expedited Process:** The College Course/Curriculum Committee may reject any or all the proposals; send the proposal back for revision, clarification or modification; or approve the proposal. A minimum time period of **10 calendar days** shall accommodate the distribution of the proposals to permit time for campus-wide review and feedback of proposals before the College Faculty Meeting. Objections to a proposal shall be made known to the College Curriculum Chair, Dean's Office, and to the responsible Department Head. The College Dean is kept informed of all developments.

- Proposals for College Faculty meetings (previously called green sheets) Course forms or curriculum forms, and/or new program documentation must be submitted electronically to the individual in-charge of creating the proposals and approvals. The individual creating these makes the detailed course forms or curriculum forms available to Registrar office personnel, among others, for their use in inputting information into systems such as [iSISKISIS](#).

See <http://www.k-state.edu/registrar/ccap/> for the forms.

Either a hard copy or electronic copy with the department head's signature will be submitted at the same time and be kept in the dean's office (or area designated by the dean's office) for future reference. Using these forms submitted by departments, the information is summarized and the proposals are created for distribution. The proposals are to be distributed to the list of persons and offices shown at the end of this section. A cover page shall accompany the document and enclose the following information: The name of the college or unit proposing the

changes; the date, time, and location of their meeting or details of the electronic comment and voting period; and a list of all departments impacted by the changes. For each change where other units are impacted, a brief impact statement should be included indicating the date of contact, the individual and department (this should be the department chair/head, or unit director) contacted, and the response received, if any. The proposals shall be separated into the following sections:

- Section 1: Non-expedited Course Changes (599 and below)
- Section 2: Non-expedited Course Changes (600 and above)
- Section 3: Undergraduate Curriculum Changes
- Section 4: Graduate Curriculum Changes
- Section 5: New Undergraduate Curriculum(s) (includes new AS/AA, BS/BA programs, undergraduate certificates, minors, options/concentrations/specializations, etc.)
- Section 6: New Graduate Curriculum(s) (includes new masters, PhD, EdD, graduate certificates, specializations, etc.)

A similar format should be followed throughout this document by all colleges. Course changes should be listed first by department and then noted by a section entitled "From:" and a section entitled "To:" for each course. Current course information should be listed in the "From" section while proposed course information should be listed in the "To" section. Items being deleted should be struck through in the From section and items being added should be underlined in the To section. A rationale for proposed changes, an effective date, and a brief impact statement need to be included. Curriculum changes should follow this same type of format. In the case of a new course or curriculum no markings are necessary as no information will be deleted.

- Approvals for College Faculty meetings (previously called white sheets)
The approvals will often be identical to the Proposals, except for the cover page. The cover page shall enclose the following information: The name of the college or unit that approved the proposed changes; the date the proposed changes were acted on, and a list of all departments that are impacted by the proposed items.

If there are items not approved by the College, please indicate this in the Approvals at the end of the document.

After at least the minimum time period has elapsed, the Course/Curriculum committee or College Faculty at their meetings may reject, change (with consent from the department), request revision and/or clarification, or approve the proposal. If the proposal is approved, the college is responsible for making the documents available to: members of Faculty Senate, the Faculty Senate Office, Academic Deans, Academic Department Heads, Graduate Council Academic Affairs Committee (if applicable), Office of Admissions, Office of Registrar, Planning and Analysis Office, and others by request. The COURSEANDCURRIC@listserv.ksu.edu email address is available for this purpose. Additionally, an electronic copy of the proposal will be provided to the Faculty Senate Office in a format acceptable by the Secretary.

C. K-State 8 General Education:

Courses that are proposed to have K-State 8 Tags associated with them will go through the normal course and curriculum approval process. For more information regarding course tagging see: <http://www.k-state.edu/kstate8/tagging/> and [revised tagging criteria](#) approved June 2012.

D. Graduate Council:

The Graduate Council receives proposals from the Colleges that concern graduate courses (courses with a course number greater than 599), academic plans (excluding the first professional DVM plan), and degree programs. Proposals received by the tenth of the month are considered by Graduate Council Academic Affairs Committee, and if approved, are considered by the Graduate Council the following month. The Graduate Council does not meet in January or during the summer months.

Note: Professional master program curricula (i.e., programs in the College of Architecture, Planning, and Design) include undergraduate courses as well as graduate courses. Graduate Council only approves changes and additions to the entire curriculum and courses greater than 599. Changes or additions of courses 599 or below follow the undergraduate process.

The proposal is forwarded to the Academic Affairs Committee of the Graduate Council for recommendation to the Graduate Council. If the Academic Affairs Committee does not approve the proposal, it will be returned to the originating department for clarification or additional information. The Academic Affairs Committee is composed of at least one representative from each of the Academic Area Caucuses, as appointed by each Caucus. The Academic Affairs Committee is charged with matters of graduate courses, graduate curriculum, graduate programs and program-specific criteria for graduate faculty membership and the review of existing graduate academic plans and programs. The Graduate Council Assessment and Review Committee will serve as the Graduate Council representation during any formal review of graduate programs that are submitted to KBOR.

If the proposal is approved by the Academic Affairs Committee, then the reviews are placed on the Graduate Council Agenda for approval. The Graduate Council may request further clarification, revision, or reject the proposal. Once the proposal is approved, it is forwarded to the Academic Affairs Committee of Faculty Senate. Non-expedited graduate items must be approved by Faculty Senate. The approved proposals are submitted to the Registrar's office, notification of approval is made to the appropriate departments, and changes are made to the Graduate School Catalog.

Copies of the Graduate Council Minutes shall be made available to members of the Faculty Senate Academic Affairs Committee listing those courses, academic plans, and degrees approved.

E. Faculty Senate Academic Affairs Committee:

A minimum of **10 calendar days** are required between the time the material approved by the college or the Graduate Council (for graduate course and curriculum material) is received by the Committee and the time that it will be considered. Those changes approved through the expedited review process do not require approval from this committee. The Faculty Senate Academic Affairs Committee does not meet during the summer months.

Objections to the proposals to be considered by the committee should, if possible, be sent to the Chairperson prior to the meeting at which the proposal will be considered. For a proposed new degree program, minor, or certificate, a representative ~~should~~ must attend the Academic

Affairs committee in person to explain the proposal and answer any questions from the committee. The presentation ~~should~~ must address both academic issues and the plan for providing resources to support the new offering.

The Academic Affairs Committee may take any of the following actions:

- a. Reject the proposal.
- b. Request that the proposal be returned to the College Course/Curriculum Committee for revision, modification, etc.
- c. Accept the proposal with minor changes with the approval of the departments involved.
- d. Forward the proposal to Faculty Senate with objections or disagreements, if they cannot be resolved by the Committee.
- e. Accept the proposal as submitted and forward it to the Faculty Senate Executive Committee for inclusion on the next Faculty Senate meeting Agenda.
- f. Refer to the Provost for consideration of resource issues. After the Academic Affairs chair has been notified that the resource issues are ~~cleared~~ unresolved, the proposal ~~will~~ may then be considered again by the Academic Affairs committee which may then take any of the actions above. ~~when resource conflicts cannot be resolved between units.~~

F. Faculty Senate Executive Committee:

The Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The committee may request minor clarification or editorial corrections, or refer item back to Faculty Senate Academic Affairs Committee.

G. Faculty Senate:

The Faculty Senate upon consideration of a proposal may take any of the following actions:

- a. Reject the entire proposal.
- b. Request revision or modification to the proposal.
- c. Approve the proposal.

All new academic plan proposals must be approved by Faculty Senate and major course changes. Minor changes to undergraduate and graduate courses that were expedited do not need Faculty Senate approval. The minutes from the Faculty Senate meeting shall constitute final communication and official notice of the proposal. The proposal becomes official when the motion to approve is passed. Exceptions include those proposals involving: new academic plans, new degrees, and name changes to degrees (these proposals are forwarded to the University Provost and the Board of Regents for approval, which occur after Faculty Senate approval). The proposal shall appear in the Course Schedule and it will be entered in the General Catalog or Graduate Catalog. The procedure is:

- a. The Department Head inserts the changes in the Course Schedule and allocates the necessary instructional space and equipment.
- b. The college dean's office will work with the electronic catalog editor and the Graduate School to update the catalogs with the approved changes.
- c. The faculty member notifies the University Library, the bookstores, and other suppliers of the items required and the date needed.

H. University Provost:

All items requiring Board of Regents approval are first sent to the Provost of the University for review. Upon approval, the Provost of the University forwards the proposal to the Board of Regents. These proposals may include but are not limited to: a new academic plan, new degree program proposal, name change to a degree program, or a new minor outside an existing degree program.

I. Board of Regents:

1. The Board of Regents receives the proposal. The length of time necessary for approval varies depending on meeting dates and when the proposal was received.
2. The Board of Regents may take any of the following actions on the new degree program:
 - a. Reject the proposal without conditions.
 - b. Refer the proposal back for revision, modification, or clarification.
 - c. Approve the proposal. The Board of Regents Secretary is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Board of Regents passes the motion for approval.

Procedures for Considering Matters of University Academic Policy

The following information is provided to promote and ensure an orderly and consistent introduction, dissemination, information gathering, and decision making process regarding matters of policy or criteria affecting courses, curriculum, degrees and other academic matters. The information in this section augments the procedures for proposals regarding courses, academic plans, and degrees.

A. Submission of Proposals to Faculty Senate Academic Affairs Committee.

Any individual or group of standing in the university community (i.e. task forces, Student Senate, faculty, committees, administrators, departments, and interdisciplinary programs) may submit a proposal.

1. The Chair of the Academic Affairs Committee shall be contacted to either place the item on the Academic Affairs Committee Agenda or refer the item to the appropriate group for consideration.
2. The individual or group submitting the proposal should be prepared to verify that consultation has taken place with appropriate or affected parties.

B. Proposal Review by Faculty Senate Academic Affairs Committee.

The Academic Affairs Committee, after consideration of a proposal, may take any of the following actions:

1. Reject any part or the entire proposal.
2. Refer to another appropriate group.
3. Receive the proposal and send it back for revision, clarification or modification.
4. Vote on the proposal to forward it on to Faculty Senate. Or the Academic Affairs Committee may further review the proposal. Academic Affairs will determine the review process for each proposal that may follow some or all of the guidelines below:
 - a. Academic Affairs Committee may appoint an ad hoc committee to facilitate a public hearing and report findings back to the Academic Affairs Committee. Once the date, time, and location of the hearing have been decided, the ad hoc committee shall advertise it widely – Examples for advertising include: the KSU Printing Service Distribution for faculty and administrators, send notice to the Student Executive Committee, make an announcement in the Collegian and/or K-State Today, post on the Faculty Senate Internet Home Page, among others as appropriate.
 - b. Copies of the proposal are made by the sponsor. Contents of proposal shall include:
 - 1.) Cover: Name of the sponsoring individual or group, title of the proposal, date of public hearing, time of public hearing, place of public hearing, name of proposal sponsor with phone number and e-mail address.
 - 2.) Proposal text: Rationale for proposal, actual proposal, supportive documentation and data (if any) relating to implementation and impact of the proposal, other pertinent information, and proposed effective date.
 - 3.) Distribution of proposals: Copies of the proposal are distributed by the sponsors as directed by Academic Affairs. Examples of distribution may include but is not limited to: Faculty Senators, Student Government Executive Committee, Registrar's Office, Academic Department Heads, Course and Curriculum Chairpersons in every college, the Provost, and other offices or individuals as appropriate.

c. This is the time at which any comments of support or objections should be made known to the sponsors. A minimum of 10 calendar days is required between the

distribution of the proposal and any hearing to permit time for campus-wide review and feedback.

d. The sponsors (and the ad hoc committee if appointed by Academic Affairs) shall prepare a final report for consideration by the Academic Affairs Committee. Contents of the report will include the following:

- 1.) Original proposal, including any modifications made.
- 2.) Sponsor name followed by the wording “in conjunction with an ad hoc committee of the Academic Affairs Committee of Faculty Senate.”
- 3.) Date, time, and place that Academic Affairs will consider the proposal.
- 4.) Names, phone numbers, and e-mail addresses of the sponsors and the Chair of the Academic Affairs Committee ad hoc committee.

e. Copies of the final report will be directed to the Academic Affairs Committee and may include but is not limited to: Faculty Senators, Student Government Executive Committee, Registrar’s Office, Academic Deans, Academic Department Heads, Course and Curriculum Chairpersons in every college, the Provost, and other offices and/or individuals as appropriate. This step is for University consideration.

f. A minimum of 10 calendar days is required between the time the proposal is received by the Academic Affairs Committee and the time it will be considered. Objections shall be sent in writing to the Academic Affairs Committee Chair prior to the Academic Affairs Committee meeting when the proposal will be considered.

5. The Academic Affairs Committee considers and acts on the proposal with one of the following outcomes:

- a. Reject the proposal.
- b. Return the proposal to the sponsor(s) for additional revision, modification, etc.
- c. Approve the proposal as submitted and forward it to the Faculty Senate Executive Committee for inclusion on the next Faculty Senate meeting agenda.
- d. Approve the proposal with minor modifications and forward it to the Faculty Senate Executive Committee.
- e. Receive and forward the proposal on to the Faculty Senate Executive Committee, with objections or commentary.

6. Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The Executive Committee may request minor clarification or editorial corrections to the proposal. From this point and onward, the standard procedures for courses and academic plans shall be followed. See “G. Faculty Senate,” under “General Procedures by Organization.”

Calendar

| Type of Review | Academic Affairs Committee |
|--|--|
| I. Expedited Review | Accepted anytime during the Academic Year – Changes effective upon required approval and following system updates. |
| II. Non-Expedited Review Course/Academic Sub plan, Plan, or Program Approval | Accepted on monthly basis throughout the Academic Year |

ISISKISIS and class schedule require the following deadlines:

| Non-Expedited Changes, Additions, Deletions effective for: | Must be submitted to Faculty Senate Academic Affairs 10 calendar days prior to: | Must be approved by Faculty Senate by: |
|---|--|---|
| Spring Term (including January Intersessions) | 2 nd September meeting* | October meeting |
| Summer Term (Including May Intersessions) | 2 nd January meeting* | February meeting |
| Fall Term (Including August Intersessions) | 2 nd April meeting* | May meeting |

*Graduate course and curriculum proposals must be approved by the Graduate Council first in order to be considered by the FS Academic Affairs committee. This means the college must approve changes and submit their changes to Graduate Council by August 10 for Spring terms, November 10 for Summer terms, and March 10 for Fall Terms, in order for these items to be placed on the FS Academic Affairs meeting agendas in time to meet deadlines.

III. New Academic Program Approval -

If BOR (Board of Regents) approval is necessary and a college is seeking an effective date of the following fall term, all documentation should be submitted to Faculty Senate Academic Affairs in time for the second meeting in **November** of the current year.

Changes must be approved by the college and the Graduate Council (if a graduate program) prior to submission to Faculty Senate Academic Affairs. If a graduate program, the Graduate School must receive all documentation by October 10.

Process

Expedited Review (These changes cannot have impact on other colleges)

Background

- These changes do not need to be approved by Faculty Senate Academic Affairs.
- Proposals accepted anytime throughout the year.
- Graduate Council Academic Affairs must approve changes to courses with a course number greater than 599 or graduate curriculum changes.
- Changes are effective immediately upon required approval.
- Includes the following change or deletion for a course or curriculum:

- ✚ Course number changes within the same level (LD = 0-299; UD = 300-699; GR1 = 700-899; and GR2 = 900-999).
- ✚ Changes in description of the course to update it with current practices or terminology.
- ✚ Change in course name based upon changes in current practices or terminology; course remains the same.
- ✚ Change in term offered.
- ✚ Change in credit hours.
- ✚ Change in course prefix (possibly due to department name change)
- ✚ Change in course prerequisites
- ✚ Deleting a course or a course that is no longer offered
- ✚ Curriculum change
- ✚ Other minor changes (to be identified and defended by the department).
- ✚ [New Undergraduate Research Experience Course – Appendix R \(these are the only “new” courses that may be approved through the expedited process\).](#)

Operations

A. Department

- The proposal is initiated by the department.
- Complete the necessary form (Appendix B C, or D). See <http://www.k-state.edu/registrar/ccap/> for forms.
- With a course prefix or number change only, it is the responsibility of the department for updating pre-requisites course prefixes or numbers and notifying the undergraduate and graduate catalog editors regarding the change that may affect academic plans across all colleges.
- Approved by department faculty.

B. College

- Submission to college course and curriculum committee for approval.
- Forward to Graduate Council Academic Affairs if graduate course is greater than 599. Then, placed on the Graduate Council agenda for approval.
- Upon approval of a course number change, the change will occur in all academic plans. Departments and colleges do NOT need to submit separate course number changes for each curriculum affected, but they are responsible for notifying the Undergraduate Catalog Coordinator and the Graduate School of the changes that need to be made.
- Forward to Registrar
- Notify appropriate departments and units

C. Graduate Council

- Forward to Registrar
- Notify appropriate departments and units

Steps

Undergraduate

| Course – Change or Delete Curriculum – Change Expedited (Within College Changes) | | |
|---|---------------|----------------|
| Department/Unit | Notify | Approve |
| Unit Course & Curriculum Committee | | X |
| Unit Faculty | | X |
| College Curriculum Committee | | X |
| College Dean's Office | X | |
| Registrar's Office | X | |
| Distribute to appropriate departments and units | X | |

Graduate

| Course – Change or Delete Curriculum – Change Expedited (Within College Changes) | | |
|---|-------------------------------|----------------|
| Department/Unit | Notify | Approve |
| Unit Course & Curriculum Committee | | X |
| Unit Faculty | | X |
| College Curriculum Committee | | X |
| College Dean's Office | X | |
| Graduate Council Academic Affairs Committee | 10 th of the Month | X |
| Graduate School Graduate Council | | X |
| Distributed to Appropriate Departments and units | X | |
| Registrar's Office | X | |

Flow Chart –

Undergraduate – See Appendix E

Graduate – See Appendix F

Non-Expedited Course/Academic Sub plan, Plan, or Program Approval

Background

- See calendar on page 16 for submission dates required.
- If change is time sensitive, contact the Registrar's office.
- These changes require Faculty Senate approval.
- Includes, but is not limited to, the following addition, deletion, or significant change in a course or academic sub plan, plan, or program:
 - ✚ Course number changes outside the current level.

- ✚ Course description changes reflecting a “rewrite” in the curriculum for the department and the major.
- ✚ Change to components of the course (lec, seminar, etc.)
- ✚ Dividing a course into two or more courses.
- ✚ Combining two or more courses into one.
- ✚ Deleting a course if it has impact on other units outside the college.
- ✚ Adding a new course.
- ✚ Changing the required number of credits for completion of a program
- ✚ Curriculum change (when this has impact on another unit outside the college)
- ✚ Addition or deletion of an academic sub plan or plan (option, specialization, minor, certificate, etc.).

Operations

A. Department

- The proposal is initiated by the department.
- Complete the necessary form (Appendix A, B, C, or D). See <http://www.k-state.edu/registrar/ccap/> for forms.
- Contact heads of departments possibly impacted by the proposal.
- Approval by departmental faculty
-

B. College

- Submission to college course and curriculum committee
- Approval by college faculty
- Forward to Graduate School – for courses numbered greater than 599 and for graduate programs.
- If a DVM curriculum change, forward to Faculty Senate Academic Affairs after College faculty approval. Graduate School does not oversee the first-professional programs or courses numbered 599 or below.
- Ensure that all departments and units have been notified of the change.
- Ensure any issues are resolved.
- Forward to Faculty Senate Academic Affairs

C. Graduate Council

- Approval by Graduate Council Academic Affairs
- Approval by Graduate Council
- Forward to Faculty Senate Academic Affairs Committee

D. Faculty Senate Academic Affairs Committee

- Approval
- Forward to Faculty Senate Executive Committee

E. Faculty Senate Executive Committee

- The Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The committee may request minor clarification or editorial corrections, or refer item back to Faculty Senate Academic Affairs Committee.

F. Faculty Senate

- Approval
- Forward to Registrar's Office

Steps

Undergraduate

| Course – Add, Delete, Change Curriculum – Change (Non-Expedited) | | |
|---|--|----------------|
| Department/Unit | Notify | Approve |
| Unit Course & Curriculum Committee | | X |
| Contact Other Affected Units | X | |
| Unit Faculty | | X |
| College Curriculum Committee | | X |
| College Faculty | Submit materials 10 calendar days prior to meeting | X |
| College Dean's Office | X | |
| Academic Affairs - Faculty Senate (Includes first professional DVM curriculum) | Submit materials 10 calendar days prior to meeting | X |
| Faculty Senate Consent or Discussion Agenda | | X |
| College Dean's Office | X | |
| Notify appropriate departments and units | X | |
| Registrar's Office | X | |

Graduate

| Course - Add, Delete, Change Curriculum – Change (Non-Expedited) | | |
|---|--|----------------|
| Department/Unit | Notify | Approve |
| Unit Course & Curriculum Committee | | X |
| Other Affected Units | X | |
| Unit Faculty | | X |
| College Curriculum Committee | | X |
| College Faculty | Submit materials 10 calendar days prior to meeting | X |
| College Dean's Office | X | |
| If DVM curriculum change (skip to Academic Affairs – Faculty Senate) | | |
| Graduate Council Academic Affairs Committee | 10th of the Month | X |

| | | |
|---|--|---|
| Graduate School Graduate Council | | X |
| | Submit materials 10 calendar days prior to meeting | |
| Academic Affairs - Faculty Senate | | X |
| Faculty Senate Consent or Discussion Agenda | | X |
| Graduate School | X | |
| College Dean's Office | X | |
| Notify appropriate departments and units | X | |
| Registrar's Office | X | |

Flow Chart –

Undergraduate – See Appendix G

Graduate – See Appendix H

Academic Program Approval

Background

- If BOR (Board of Regents) approval is necessary and a college is seeking an effective date of the following fall term, all documentation should be submitted to Faculty Senate Academic Affairs in time for the second meeting in **November** of the current year. See calendar above for time line. These include, but are not limited to: new degree granting programs, majors, secondary majors, new options (if they exceed BOR guidelines), a name change to a degree program, upgrading a degree program (B.S. becomes an M.S., etc.), and dividing or merging degree programs.
- All other changes to academic plans and programs will be accepted year round and follow either the expedited or non-expedited process depending on the type of change (see above).
 - Includes changes to majors, secondary majors, minors, options, certificates, and collaborative degree programs, etc.
 - Includes the following changes in the academic plan – additions, deletions, or changes to the academic plan:
 - Modification to existing curriculum (addition or deletion of options/concentrations)
 - Discontinuing a degree program, certificate, or secondary major.

Operations

A. Department

- The proposal is initiated by the department. A signature sheet (found at <http://www.k-state.edu/registrar/ccap/>) should begin at this stage for new or discontinued programs. Also need to complete a Curriculum Form – Add, Drop or Change found at <http://www.k-state.edu/registrar/ccap/>. Options/concentrations/minors are also included if the program falls within these guidelines:

Concentrations (also called “minors”): A concentration may not exceed 24 credit hours at the baccalaureate level; 12 credit hours at the master’s level;

18 credit hours at the doctoral level. Graduate certificate programs are not considered concentrations, and are determined at the campus level.

Approval of academic concentrations is motivated by: (1) a desire to ensure sufficient resources to offer a quality program and (2) a need to monitor the proliferation of new programs within the Regents system. In many cases, development of a new concentration is the first step in the creation of a full degree program, hence the need for review and approval. In cases where degree programs already exist, neither of these two motivations apply and do not need approval.

- For a new program (including secondary majors), department needs to complete all forms and requirements required by the Board of Regents (BoR). See <http://www.k-state.edu/registrar/ccap/> for new degree checklist.
 - For collaborative programs, the department also needs to complete the requirements outlined in Appendix L of this document.
 - For certificate programs, the department needs to complete the requirements outlined in Appendix M of this document.
 - Approval by department faculty
- B. College
- Submission to college course and curriculum committee
 - Approval by college faculty
 - Ensure that the proposal is complete and all departments and units affected have been notified
 - Ensure any issues are resolved
 - Forward to Graduate Council if graduate course for graduate programs
 - Forward to Faculty Senate Academic Affairs
- C. Graduate Council
- Approval by Graduate Council Academic Affairs
 - Approval by Graduate Council
 - Forward to Faculty Senate Academic Affairs Committee
- D. Faculty Senate Academic Affairs Committee
- Approval
 - Forward to Faculty Senate Executive Committee
- E. Faculty Senate Executive Committee
- The Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The committee may request minor clarification or editorial corrections, or refer item back to Faculty Senate Academic Affairs Committee.
- F. Faculty Senate
- Approval
 - Forward new and discontinued degree programs, which includes collaborative program proposals and secondary majors, to the Provost's Office

G. Provost's Office

- Forward on new degree program proposals (including secondary majors), collaborative program proposals, and discontinued programs to Kansas Board of Regents. Proposals for new or discontinued certificates or minors are retained on-campus.

H. Kansas Board of Regents

- Reviews proposals as submitted by the University.
- May request further detail or clarification if questions.
- Approves or rejects submissions and notifies University of outcome.

Steps

Undergraduate

| <i>New Degree Program (Includes majors and secondary majors) (Complete KBOR requirements)</i> | | |
|--|--|----------------|
| Department/Unit | Notify | Approve |
| Unit Course & Curriculum Committee | | X |
| Other Affected Units | X | |
| Unit Faculty | | X |
| College Curriculum Committee | | X |
| College Assessment Review Committee (Assessment Plan) | | X |
| College Faculty | Submit materials 10 calendar days prior to meeting | X |
| College Dean's Office | X | |
| Academic Affairs - Faculty Senate | Submit materials 10 calendar days prior to meeting | X |
| Executive Committee - Faculty Senate | | X |
| Faculty Senate | | X |
| KSU Provost | | X |
| COCAO - KBOR - 1st Reading | | X |
| COCAO - KBOR - 2nd Reading | | X |
| COPS | | X |
| KBOR | | X |
| Executive Director – KBOR | | X |
| KSU Provost - Notify appropriate parties | X | |

| <i>Discontinued Curriculum Discontinued Degree Program</i> | | |
|---|---------------|----------------|
| Department/Unit | Notify | Approve |

| | | |
|--|--|---|
| Unit Course & Curriculum Committee | | X |
| Other Affected Units | X | |
| Unit Faculty | | X |
| College Curriculum Committee | | X |
| College Faculty | Submit materials 10 calendar days prior to meeting | X |
| College Dean's Office | X | |
| Academic Affairs – Faculty Senate | Submit materials 10 calendar days prior to meeting | X |
| Executive Committee - Faculty Senate | | X |
| Faculty Senate | | X |
| KSU Provost | | X |
| COCAO - KBOR – Information | X | |
| Executive Director – KBOR | X | |
| KSU Provost - Notify appropriate parties | X | |

***Collaborative Degree Programs
(Complete KBOR requirements)***

| Department/Unit | Notify | Approve |
|--|--|----------------|
| Unit Course & Curriculum Committee | | X |
| Other Affected Units | X | |
| Unit Faculty | | X |
| College Assessment Review Committee (Assessment Plan) | | X |
| College Curriculum Committee | | X |
| College Faculty | Submit materials 10 calendar days prior to meeting | X |
| College Dean's Office | X | |
| Academic Affairs - Faculty Senate | Submit materials 10 calendar days prior to meeting | X |
| Executive Committee - Faculty Senate | | X |
| Faculty Senate | | X |
| KSU Provost | | X |
| COCAO - KBOR - 1st Reading | | X |
| COPS | X | |
| KBOR | X | |
| Executive Director - KBOR | | X |
| KSU Provost Office - Notify appropriate parties | X | |

| Certificates/Degree name change Minors/Options/Concentrations | | |
|--|--|--|
| Department/Unit | Notify | Approve |
| Unit Course & Curriculum Committee | | X |
| Other Affected Units | X | |
| Unit Faculty | | X |
| College Assessment Review Committee (Assessment Plan for Certificates only) | | X |
| College Curriculum Committee | | X |
| College Faculty | Submit materials 10 calendar days prior to meeting | X |
| College Dean's Office | X | |
| Academic Affairs - Faculty Senate | Submit materials 10 calendar days prior to meeting | X |
| Executive Committee - Faculty Senate | | X |
| Faculty Senate | | X |
| KSU Provost | | X |
| COCAO – KBOR | | Degree Name change or Minors that exceed KBOR criteria |
| Executive Director – KBOR | | Degree Name change or Minors that exceed KBOR criteria |
| KSU Provost Office - Notify appropriate parties | X | |

Graduate

| New Curriculum New Degree Program (Complete KBOR requirements) | | |
|---|---------------|----------------|
| Department/Unit | Notify | Approve |
| Unit Course & Curriculum Committee | | X |
| Other Affected Units | X | |
| Office of Planning and Analysis | X | |
| Unit Faculty | | X |
| College Curriculum Committee | | X |

| | | |
|---|--|---|
| | Submit materials 10 calendar days prior to meeting | |
| College Faculty | | X |
| Assessment and Review Committee – Assessment Plan | | X |
| Graduate Council Academic Affairs Committee | 10th of the Month | X |
| Graduate School Graduate Council | | X |
| | Submit materials 10 calendar days prior to meeting | |
| Academic Affairs - Faculty Senate | | X |
| Executive Committee - Faculty Senate | | X |
| Faculty Senate | | X |
| KSU Provost | | X |
| COCAO - KBOR - 1st Reading | | X |
| COCAO - KBOR - 2nd Reading | | X |
| COPS | | X |
| BOR | | X |
| Executive Director - KBOR | | X |
| KSU Provost Office - Notify appropriate parties | X | |

***Discontinued Curriculum
Discontinued Degree Program***

| Department/Unit | Notify | Approve |
|---|--|----------------|
| Unit Course & Curriculum Committee | | X |
| Other Affected Units | X | |
| Office of Planning and Analysis | X | |
| Unit Faculty | | X |
| College Curriculum Committee | | X |
| | Submit materials 10 calendar days prior to meeting | |
| College Faculty | | X |
| Graduate Council Academic Affairs Committee | 10th of the Month | X |
| Graduate School Graduate Council | | X |
| | Submit materials 10 calendar days prior to meeting | |
| Academic Affairs - Faculty Senate | | X |
| Executive Committee - Faculty Senate | | X |
| Faculty Senate | | X |
| KSU Provost | | X |
| COCAO - KBOR - Information | X | |
| Executive Director - KBOR | X | |

| | | |
|---|---|--|
| KSU Provost Office - Notify appropriate parties | X | |
|---|---|--|

| Collaborative Degree Programs (Complete KBOR requirements) | | |
|---|--|----------------|
| Department/Unit | Notify | Approve |
| Unit Course & Curriculum Committee | | X |
| Other Affected Units | X | |
| Office of Planning and Analysis | X | |
| Unit Faculty | | X |
| College Curriculum Committee | | X |
| College Faculty | Submit materials 10 calendar days prior to meeting | X |
| Assessment and Review Committee – Assessment Plan | | X |
| Graduate Council Academic Affairs Committee | 10th of the Month | X |
| Graduate School Graduate Council | | X |
| Academic Affairs - Faculty Senate | Submit materials 10 calendar days prior to meeting | X |
| Executive Committee - Faculty Senate | | X |
| Faculty Senate | | X |
| KSU Provost | | X |
| SCOCAO - KBOR - 1st Reading | | X |
| COPS | X | |
| BOR | X | |
| Executive Director - KBOR | | X |
| KSU Provost Office - Notify appropriate parties | X | |

| Certificate/Degree Name Changes Minors/Options/Concentrations | | |
|--|--|----------------|
| Department/Unit | Notify | Approve |
| Unit Course & Curriculum Committee | | X |
| Other Affected Units | X | |
| Office of Planning and Analysis | X | |
| Unit Faculty | | X |
| College Curriculum Committee | | X |
| College Faculty | Submit materials 10 calendar days prior to meeting | X |
| Assessment and Review Committee – Assessment Plan – certificates only | | X |

| | | |
|---|--|--|
| Graduate Council Academic Affairs Committee | 10th of the Month | X |
| Graduate School Graduate Council | | X |
| | Submit materials 10 calendar days prior to meeting | |
| Academic Affairs - Faculty Senate | | X |
| Executive Committee - Faculty Senate | | X |
| Faculty Senate | | X |
| KSU Provost | | X |
| | | Degree Name change or Minors that exceed KBOR criteria |
| COCAO - KBOR | | |
| | | Degree Name change or Minors that exceed KBOR criteria |
| Executive Director - KBOR | | |
| KSU Provost Office - Notify appropriate parties | X | |

Flow Charts

Undergraduate – See Appendix J

Graduate – See Appendix K

New Degree Program Proposal – Check List:

See <http://www.k-state.edu/registrar/ccap/New%20Degree%20Checklist.pdf>

For all the forms and additional requirements by KBOR, please refer to the Board of Regents [new program approval](#) page and the Board Policy Manual, [Chapter II, Section A.7](#).

Interdisciplinary Programs - Undergraduate

Interdisciplinary programs involve disciplines in two or more colleges. These programs are designed to teach the students to explore the relationship among concepts and solve complex problems from more than one perspective. Interdisciplinary programs can include secondary majors, degree programs, or certificate programs.

New Undergraduate Interdisciplinary Programs – See Appendix N

Planning and Proposal Development

- Faculty interested in creating a new interdisciplinary program should work together to develop a concept paper and rough budget for the program. They are encouraged to make contact with the Vice Provost for Undergraduate Studies early in their deliberations for advice on the process they are beginning. In developing their ideas and especially their budget, they are strongly encouraged to discuss their proposal with appropriate department heads and deans.
- When the concept paper and draft budget are ready, the Vice Provost for Undergraduate Studies will arrange for the proposal to be placed on the agenda for the Deans Council. The Council will not vote on the proposal, but can provide feedback on whether resources will be available. This step will also allow other colleges that may not have been initially considered to point out where they may have a beneficial role in the proposal.
- Before Faculty Senate and the administration approve the proposal, they will want to see that it has been evaluated by faculty who are knowledgeable in the area. For programs proposed by a single department, the departmental and college votes serve this need. For interdisciplinary programs, it is important to identify appropriate voting unit(s) early to minimize the chance a program is rejected by Faculty Senate at the end of the process. The organizers will meet with the Vice Provost for Undergraduate Studies and the Chair of the Academic Affairs Committee of Faculty Senate, who will advise them on which unit(s) should vote on the proposal. It is not necessary that every unit that has personnel involved in the project vote on the project. However, at least one full K-State department (or comparable unit) must vote on the project, as must the curriculum committee of the college(s) which house any voting unit(s).
- With feedback from the Deans Council and the identification of voting unit(s), the interdisciplinary faculty should refine their concept paper and draft budget to create a formal proposal and budget. During this process the faculty will need to consult with appropriate academic units to be sure resource demands are reasonable and resources, including faculty time and assignments, will be available to the program. The forms required by the Board of Regents for new programs should be completed and submitted as part of the program approval process (http://www.kansasregents.org/academic_affairs/new_program_approval).
- A support agreement that indicates what each department and college will provide to the program should be drafted and signed by department heads and deans. In addition to listing resources, the agreement should specify how the program will be administered and how changes will be handled. For example, if a new program director is chosen from a different department, will resource allocation change as well? The support agreement should show support for teaching the required courses on a regular basis. The proposers and administrators are welcome to consult with the Vice Provost

for Undergraduate Studies on what issues other programs have faced and how they dealt with them in order to develop appropriate plans before problems develop.

- Once the support agreement and initial budget have been signed, the interdisciplinary faculty should sign the formal proposal to indicate their support as it goes forward for approval.
- The formal proposal should be sent to any affected units for comment and should also be sent to the course and curriculum listserv. Units that will likely see changes in enrollment should the proposal be adopted must be considered affected. The approval of these units is not required, but the proposal must document that affected units were asked for comment at least 10 days prior to unit votes and the proposal must include any comments, positive or negative, received from affected units (or a note that no comments were received).

Designated Academic Unit(s) Vote

- The unit(s) identified by the Vice Provost for Undergraduate Studies and the Chair of Faculty Senate Academic Affairs must vote on the proposal. If a designated unit votes no, that will require the proposal be revised and resubmitted. After resubmission the proposal may go forward without positive votes from all designated units.

Curriculum Committees of Represented Colleges Vote

- The college curriculum committees of colleges housing any designated voting units must also vote on the proposal. The proposal may go forward without positive votes from all such curriculum committees.
- The approved proposal will be sent to all colleges and departments for comment through the Course and Curriculum listserv. The dean's office of the Curriculum Committee that was last to approve the proposal will be responsible for sending the proposal to the listserv and for forwarding the proposal to the Academic Affairs Committee of Faculty Senate. Materials must be posted and submitted at least 10 days prior to consideration by the Academic Affairs Committee of Faculty Senate.

Faculty Senate Academic Affairs Committee Vote

- The Academic Affairs Committee of Faculty Senate will vote on whether to send the proposal to the full Faculty Senate. The Academic Affairs Committee is not bound by earlier votes from various units and may choose to reject the proposal or to request additional information before deciding. The proposers may wish to attend the meeting of Academic Affairs Committee when the proposal is on the agenda to answer questions if they come up.

Faculty Senate Vote

- If the Academic Affairs Committee of Faculty Senate approves the proposal, the Chair of Academic Affairs will take the proposal to the Faculty Senate Executive Committee. The Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The committee may request minor clarification or editorial corrections, or refer item back to Faculty Senate Academic Affairs Committee. Once placed on the agenda, the full Faculty Senate will vote on the proposal. As with the Academic Affairs Committee, the full Faculty Senate is not bound by earlier votes and may choose to reject the proposal or to send it back for refinement.
- The Faculty Senate Secretary will notify the College Deans offices and other appropriate offices of the approval of the program for records and publications. If necessary, the Provost will then start the process of getting approval from the Board of Regents.

Formation of Interdisciplinary Advisory Committee

- Following the Faculty Senate Approval of the new program, the faculty participating in the interdisciplinary program will meet and elect an Interdisciplinary Advisory Committee composed of the Program Director and a minimum of 5 members with representation beyond a single department. The Committee will be responsible for providing input to the Program Director relative to admission requirements, course and curriculum changes, and student learning outcomes as well as assist with program review. The Interdisciplinary Advisory Committee will meet at least two times a semester or when requested to do so by the Program Director.

Course/Curriculum Changes – Undergraduate Interdisciplinary Programs – See Appendix O

Planning and Proposal Development

- Proposed changes should be taken to the Interdisciplinary Advisory Committee, who will consult with the Vice Provost for Undergraduate Studies.
- The Interdisciplinary Advisory Committee will document support for the proposed changes by the interdisciplinary faculty and notify other affected units (departments, programs, and/or colleges) and send the formal proposal out for comment via the Course and Curriculum listserv.

Affected Academic Departments/Unit(s) Vote

- The departments/unit(s) in which the affected courses reside must approve the proposed changes. If a designated unit votes no, that will require the proposal be revised and resubmitted. After resubmission the proposal may go forward without positive votes from all designated units.

Curriculum Committees of Affected Colleges Vote

- The college curriculum committees of colleges housing any academic department/unit in which changes are proposed must also vote on the proposal. The proposal may go forward without positive votes from all such curriculum committees.
- The approved proposal will be sent to all colleges and departments for comment through the Course and Curriculum listserv. The dean's office of the Curriculum Committee that was last to approve the proposal will be responsible for sending the proposal to the listserv. They will also be responsible for forwarding the proposal to the Academic Affairs Committee of Faculty Senate if it is a non-expedited proposal. If it is an expedited proposal the notification of its approval via the listserv will also serve as notification to the appropriate offices for records and publication. Materials must be posted and submitted at least 10 days prior to consideration by the Academic Affairs Committee of Faculty Senate.

Faculty Senate Academic Affairs Committee Vote

- The Academic Affairs Committee of Faculty Senate will vote on whether to send the proposal to the full Faculty Senate. The Academic Affairs Committee is not bound by earlier votes from various units and may choose to reject the proposal or to request additional information before deciding. The proposers may wish to attend the meeting of Academic Affairs Committee when the proposal is on the agenda to answer questions if they come up.

Faculty Senate Vote

- If the Academic Affairs Committee of Faculty Senate approves the proposal, the Chair of Academic Affairs will take the proposal to the Faculty Senate Executive Committee. The Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The committee may request minor clarification or editorial corrections, or refer item back to Faculty Senate Academic Affairs Committee. Once

placed on the agenda, the full Faculty Senate will vote on the proposal. As with the Academic Affairs Committee, the full Faculty Senate is not bound by earlier votes and may choose to reject the proposal or to send it back for refinement.

- The Faculty Senate Secretary will notify the College Dean's offices and other appropriate offices of the approval of the course/curriculum changes for records and publications. If necessary, the provost will then start the process of getting approval from the Board of Regents.

Interdisciplinary Programs – Graduate

Interdisciplinary programs involve disciplines in two or more colleges. These programs are designed to teach the students to explore the relationship among concepts and solve complex problems from more than one perspective. Interdisciplinary programs can include graduate degree programs or graduate certificate programs.

New Graduate Interdisciplinary Programs – See Appendix P

Planning and Proposal Development

- Faculty interested in creating a new interdisciplinary program should work together to develop a concept paper and rough budget for the program. They are encouraged to make contact with the Dean of the Graduate School early in their deliberations for advice on the process they are beginning. In developing their ideas and especially their budget, they are strongly encouraged to discuss their proposal with appropriate department heads and deans.
- When the concept paper and draft budget are ready, the Dean of the Graduate School will arrange for the proposal to be placed on the agenda for the Deans Council. The Council will not vote on the proposal, but can provide feedback on whether resources will be available. This step will also allow other colleges that may not have been initially considered to point out where they may have a beneficial role in the proposal.
- Before Faculty Senate and the administration approve the proposal, they will want to see that it has been evaluated by faculty who are knowledgeable in the area. For programs proposed by a single department, the departmental and college votes serve this need. For interdisciplinary programs, it is important to identify appropriate voting unit(s) early to minimize the chance a program is rejected by Faculty Senate at the end of the process. The organizers will meet with the Dean of the Graduate School and the Chair of the Academic Affairs Committee of Faculty Senate, who will advise them on which unit(s) should vote on the proposal. It is not necessary that every unit that has personnel involved in the project vote on the project. However, at least one full K-State department (or comparable unit) must vote on the project, as must the curriculum committee of the college(s) which house any voting unit(s).
- With feedback from the Deans Council and the identification of voting unit(s), the interdisciplinary faculty should refine their concept paper and draft budget to create a formal proposal and budget. During this process the faculty will need to consult with appropriate academic units to be sure resource demands are reasonable and resources, including faculty time and assignments, will be available to the program. The forms required by the Board of Regents for new programs should be completed and submitted as part of the program approval process (http://www.kansasregents.org/academic_affairs/new_program_approval).

- A support agreement that indicates what each department and college will provide to the program should be drafted and signed by department heads and deans. In addition to listing resources, the agreement should specify how the program will be administered and how changes will be handled. For example, if a new program director is chosen from a different department, will resource allocation change as well? The support agreement should show support for teaching the required courses on a regular basis. The proposers and administrators are welcome to consult with the Dean of the Graduate School on what issues other programs have faced and how they dealt with them in order to develop appropriate plans before problems develop.
- Once the support agreement and initial budget have been signed, the interdisciplinary faculty should sign the formal proposal to indicate their support as it goes forward for approval.
- The formal proposal should be sent to any affected units for comment and should also be sent to the Course and Curriculum listserv. Units that will likely see changes in enrollment should the proposal be adopted must be considered affected. The approval of these units is not required, but the proposal must document that affected units were asked for comment at least 10 days prior to unit votes and the proposal must include any comments, positive or negative, received from affected units (or a note that no comments were received).

Designated Academic Unit(s) Vote

- The unit(s) identified by the Dean of the Graduate School and the Chair of Faculty Senate Academic Affairs must vote on the proposal. The Graduate School can facilitate obtaining votes from designated units. If a designated unit votes no, that will require the proposal be revised and resubmitted. After resubmission the proposal may go forward without positive votes from all designated units.
- The approved proposal will be sent to all colleges and departments for comment through the Course and Curriculum listserv. The Graduate School will be responsible for sending the proposal to the listserv. Materials must be posted and submitted at least 10 days prior to consideration by the Academic Affairs Committee of Graduate Council.

Graduate School Vote

- The Graduate School will forward the proposal to the Academic Affairs Committee of Graduate Council for a vote. If approved, the proposal will be added to the agenda of the next Graduate Council. If not approved, the proposal will be returned to the interdisciplinary program faculty for revision. The proposers will be requested to attend the Graduate Council Academic Affairs Committee when the proposal is on the agenda to present an overview of the program and respond to questions if they arise.
- The Graduate School will forward the proposal to the Graduate Council for vote. If approved, the proposal will be forwarded to the Faculty Senate Academic Affairs Committee. If not approved, the proposal would be returned to the interdisciplinary program faculty for revisions and resubmission to the Graduate Council Academic Affairs Committee. The proposers will be requested to attend the Graduate Council Academic Affairs Committee when the proposal is on the agenda to present an overview of responses to the Graduate Council objections and respond to questions if they arise.

Faculty Senate Academic Affairs Committee Vote

- The Academic Affairs Committee of Faculty Senate will vote on whether to send the proposal to the full Faculty Senate. The Academic Affairs Committee is not bound by earlier votes from various units and may choose to reject the proposal or to request

additional information before deciding. The proposers may wish to attend the meeting of Academic Affairs Committee when the proposal is on the agenda to answer questions if they come up.

Faculty Senate Vote

- If the Academic Affairs Committee of Faculty Senate approves the proposal, the Chair of Academic Affairs will take the proposal to the Faculty Senate Executive Committee. The Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The committee may request minor clarification or editorial corrections, or refer item back to Faculty Senate Academic Affairs Committee. Once placed on the agenda, the full Faculty Senate will vote on the proposal. As with the Academic Affairs Committee, the full Faculty Senate is not bound by earlier votes and may choose to reject the proposal or to send it back for refinement.
- The Faculty Senate Secretary will notify the College Dean's offices and other appropriate offices of the approval of the program for records and publications. If necessary, the Provost will then start the process of getting approval from the Board of Regents.

Formation of Interdisciplinary Advisory Committee

- Following the Faculty Senate Approval of the new program, the faculty participating in the interdisciplinary program will meet and elect an Interdisciplinary Advisory Committee composed of the Program Director and a minimum of 5 members with representation beyond a single department. The Committee will be responsible for providing input to the Program Director relative to admission requirements, course and curriculum changes, and student learning outcomes and assist with program review. The Interdisciplinary Advisory Committee will meet at least two times a semester or when requested to do so by the Program Director.

Course/Curriculum Changes – Graduate Interdisciplinary Programs – See Appendix Q

Planning and Proposal Development

- Proposed changes should be taken to the Interdisciplinary Advisory Committee, who will consult with the Dean of the Graduate School.
- The Interdisciplinary Advisory Committee will modify the agreement to reflect the proposed changes and document support for the proposed changes by the interdisciplinary faculty.
- The proposed changes should be sent to any affected units for comment and should also be sent to the Course and Curriculum listserv. Units that will likely see changes in enrollment should the proposal be adopted must be considered affected. The approval of these units is not required, but the proposal must document that affected units were asked for comment at least 10 days prior to unit votes and the proposal must include any comments, positive or negative, received from affected units (or a note that no comments were received).

Designated Academic Unit(s) Vote

- The unit(s) in which the affected course resides must approve the proposed changes. The Graduate School can facilitate obtaining votes from designated units. If a designated unit votes no, that will require the proposal be revised and resubmitted. After resubmission the proposal may go forward without positive votes from all designated units.

- The approved changes will be sent to all colleges and departments for comment through the Course and Curriculum listserv. The Graduate School will be responsible for sending the proposed changes to the listserv. Materials must be posted and submitted at least 10 days prior to consideration by the Academic Affairs Committee of Graduate Council.

Graduate School Vote

- The Graduate School will forward the proposed changes to the Academic Affairs Committee of Graduate Council for a vote. If approved, the proposed changes will be added to the agenda of the next Graduate Council. If not approved, the proposed changes will be returned to the interdisciplinary program faculty for revision. The proposers will be requested to attend the Graduate Council Academic Affairs Committee when the proposed changes are on the agenda to present an overview of the program and respond to questions if they arise.
- The Graduate School will forward the proposed changes to the Graduate Council for vote. If approved, the proposal will be forwarded to the Faculty Senate Academic Affairs Committee if it is a non-expedited proposal. If it is an expedited proposal the Graduate School will notify appropriate offices of its approval for records and publication. If not approved, the proposed changes would be returned to the interdisciplinary program faculty for revisions and resubmission to the Graduate Council Academic Affairs Committee. The proposers will be requested to attend the Graduate Council Academic Affairs Committee when the proposal is on the agenda to present an overview of responses to the Graduate Council objections and respond to questions if they arise.

Faculty Senate Academic Affairs Committee Vote

- The Academic Affairs Committee of Faculty Senate will vote on whether to send the proposed changes to the full Faculty Senate. The Academic Affairs Committee is not bound by earlier votes from various units and may choose to reject the proposal or to request additional information before deciding. The proposers may wish to attend the meeting of Academic Affairs Committee when the proposed changes are on the agenda to answer questions if they come up.

Faculty Senate Vote

- If the Academic Affairs Committee of Faculty Senate approves the proposed changes, the Chair of Academic Affairs will take the proposal to the Faculty Senate Executive Committee. The Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The committee may request minor clarification or editorial corrections, or refer item back to Faculty Senate Academic Affairs Committee. Once placed on the agenda, the full Faculty Senate will vote on the proposal. As with the Academic Affairs Committee, the full Faculty Senate is not bound by earlier votes and may choose to reject the proposal or to send it back for refinement.
- The Faculty Senate Secretary will notify the College Dean's offices and other appropriate offices of the approval of the proposed changes for records and publications. If necessary, the provost will then start the process of getting approval from the Board of Regents.

Minors Serving Non-K-State Graduates

Undergraduate minors provide students an opportunity to emphasize study in an area outside their major curriculum. Completion of minors is available to K-State students as part of an undergraduate degree program or following completion of the undergraduate degree program as outlined in the University Handbook, F160. Directors of minor programs can request approval to allow non-K-State graduates with baccalaureate or advanced degrees to earn an undergraduate minor through the normal course and curriculum routing procedures. In general, such programs should demonstrate a rationale and specify how applicants will be screened for adequacy of past academic preparation. Directors of Minor programs must request continuation every five years to maintain their standing to accept non-K-State graduates. Requests for continuation for non-K-State graduates may be submitted to the chair of Faculty Senate Academic Affairs in memo format. Information necessary for the request may be found below. No more than six hours of transfer courses may be used for the minor.

Initial Request for Approval

Rationale: Describe all aspects of the rationale for extending the availability of the minor to non-K-State graduates and its relevance to K-State's land grant mission.

Proposed Delivery Mechanism: Describe how the required courses will be made available to students, i.e., face-to-face on campus, face-to-face off-campus, online courses, or some combination of several delivery mechanisms.

Need for Additional Resources: If extending the availability of the minor to non-K-State graduates requires resources above those routinely made available to support the minor, please provide evidence that those resources will be so allocated.

Projected Enrollment/Evidence of Need: Provide any available data on demand for such a minor by non-K-State graduates, based on student inquiries, industry requests, etc.

Admission Requirements: Specify the criteria that will be used in screening applications from non-K-State graduates and the rationale for those requirements, i.e., accreditation status of degree-granting institution, degree received, GPA, etc.

Program Assessment: Please describe how the program will be assessed in terms of its rationale, quality, and cost.

Five-Year Request for Continuation

(Director of the minor program is responsible for submitting the necessary materials to Faculty Senate Academic Affairs.)

Number of Graduates Admitted/Completed: Report the number of K-State and non-K-State students admitted to the minor program during the last five-year period, the number in each category who completed the minor program, and their GPA for the completed minor.

Program Assessment Results: Report program assessment results in terms of its rationale, quality, and cost. Include a discussion of the way in which the minor has enhanced the non-K-State graduate's professional standing, income, or interest in pursuing a graduate degree at K-State as a result of the availability of the minor program.

Glossary

Academic Career: A grouping of all academic work undertaken by a student grouped into a single statistical record. KSU uses Undergraduate, Graduate and Veterinary Medicine careers.

Academic Program: The academic entity to which a student applies and is admitted and from which a student graduates. Controls many factors at the student level such as academic level, academic load, academic calendar, academic group for tuition calculation purposes, grading scheme, and admissions evaluation scheme. After you establish academic programs, you can create academic plans (which are subdivisions of academic programs) and academic sub plans (which are subdivisions of academic plans).
KSU interpretation: *Academic program represents the college owning the Plan, whether the Plan is undergraduate or graduate, and whether the Plan is degree or non-degree.*

Academic Plan: An area to study leading to a formal award given by an institution —such as a degree, diploma, or certificate —that is within an academic program or within an academic career.

Academic Sub Plans: (Emphasis, Option, Specialization, Track, Concentration)

Areas of further specialization within academic plans. A list of requirements, as a subset of the requirements for a plan, which provides a narrower scope in the program of study. KSU uses terms such as emphasis, option, specialization, track, concentration, and a pre-professional program.

Certificate: A program of courses that emphasizes a focused specialty area of study as part of or beyond the requirements for the B.S., M.S., or Ph.D. degrees. It is designed to increase the knowledge and skills of individuals such as to enhance their employability and opportunities for promotions and salary benefits.

CIP Code – Classification of Instructional Program Code: This is a code used by the federal reporting service to classify programs within general and specific areas. The Office of Planning and Analysis provides suggested CIP codes with a definition which will assist departments in selecting the appropriate code for a new program.

Collaborative Degree: Collaborative programs/degrees: Programs/degrees developed and/or approved jointly by more than one institution; students from each participating institution may study parts of the program/degree at the collaborating institution.

Concurrent Degree: An approved concurrent and coordinated program whereby a student can complete an undergraduate degree while completing courses for a master's degree or graduate certificate.

Concurrent Enrollment: Taking a course during the same term as another. Abbreviation: Conc.

Curriculum (also see Academic Plan)

Degree Program (also see Academic Plan)

Discipline: An area of study representing a branch of knowledge, such as mathematics. A field of study.

Double Major: A student may elect to pursue two majors at one time. Two majors pursued by a student at one time.

Dual Degree: A student may elect to pursue two degrees at one time. Two degrees which a student has elected to pursue at one time.

First Professional Program: A first professional degree is an award that requires completion of a program that met all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First professional degrees may be awarded in the following 10 fields:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Law (L.L.B., J.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.)
- Podiatry (D.P.M., D.P., or Pod.D.)
- Theology (M.Div., M.H.L., B.D., or Ordination)
- Veterinary Medicine (D.V.M.)

Interdisciplinary Major: Major that provides study of multiple disciplines rather than the narrower focus required by a major in a single discipline.

Interdisciplinary Minor: A minor that provides study of multiple disciplines rather than the narrower focus required by a minor in a single discipline.

K-State 8 Course: A course which has been tagged to assist students in fulfilling certain University General Education requirements.

Major: A program of courses that meets the requirements for a degree in a particular field of study. Major (discipline): “A subject of academic study chosen as a field of specialization... characterized by the majority of courses required at the junior/senior level, generally from a specific academic department.” The subject or subject areas upon which a student chooses to place principal academic emphasis.

Minor (also referred to by Kansas Board of Regents as a “concentration”): A systematic program of study in an area of emphasis outside a student’s major. A program of study with a minor emphasis in a field of specialization outside a student’s major field of study. Minors are offered by academic departments and administered by a director, who is a faculty member of the academic department which offers the minor.

Option (see Academic Sub Plan):

Program (see Academic Plan):

Secondary Major: Interdisciplinary major which must be completed along with a primary major course of study. A secondary field of specialization, generally an interdisciplinary program of study which is completed in addition to a major. These programs are administered by a director and a supervisory

committee of faculty representing the various academic departments offering courses for the secondary major.

Sub curriculum (see Academic Sub Plan):

APPENDICES A-D & R

See the following link for these forms: <http://www.k-state.edu/registrar/ccap/>

Curriculum Review Committee – Department

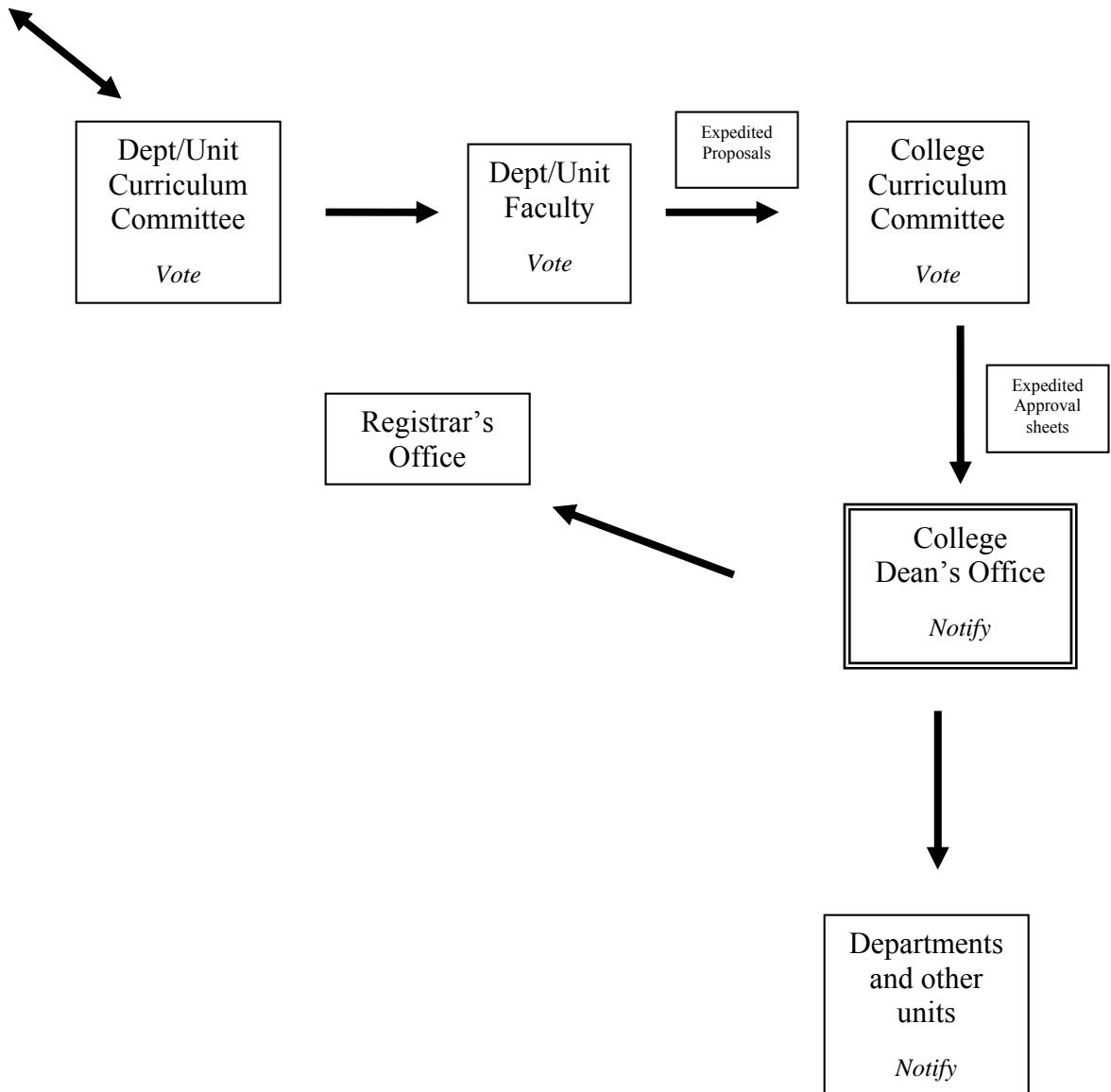
Includes, but is not limited to:

1. rename a course,
2. change course description,
3. change course #,
4. change options,
5. change curriculum (does not affect another college), or
6. change pre-requisite within a college

Development

Appendix E
Undergraduate Course/Curriculum
Change Flowchart
(All courses 599 level or below)
Change or Discontinue
Within College Only
Expedited Review

CANNOT HAVE IMPACT ON OTHER COLLEGES



Curriculum review committee – Department

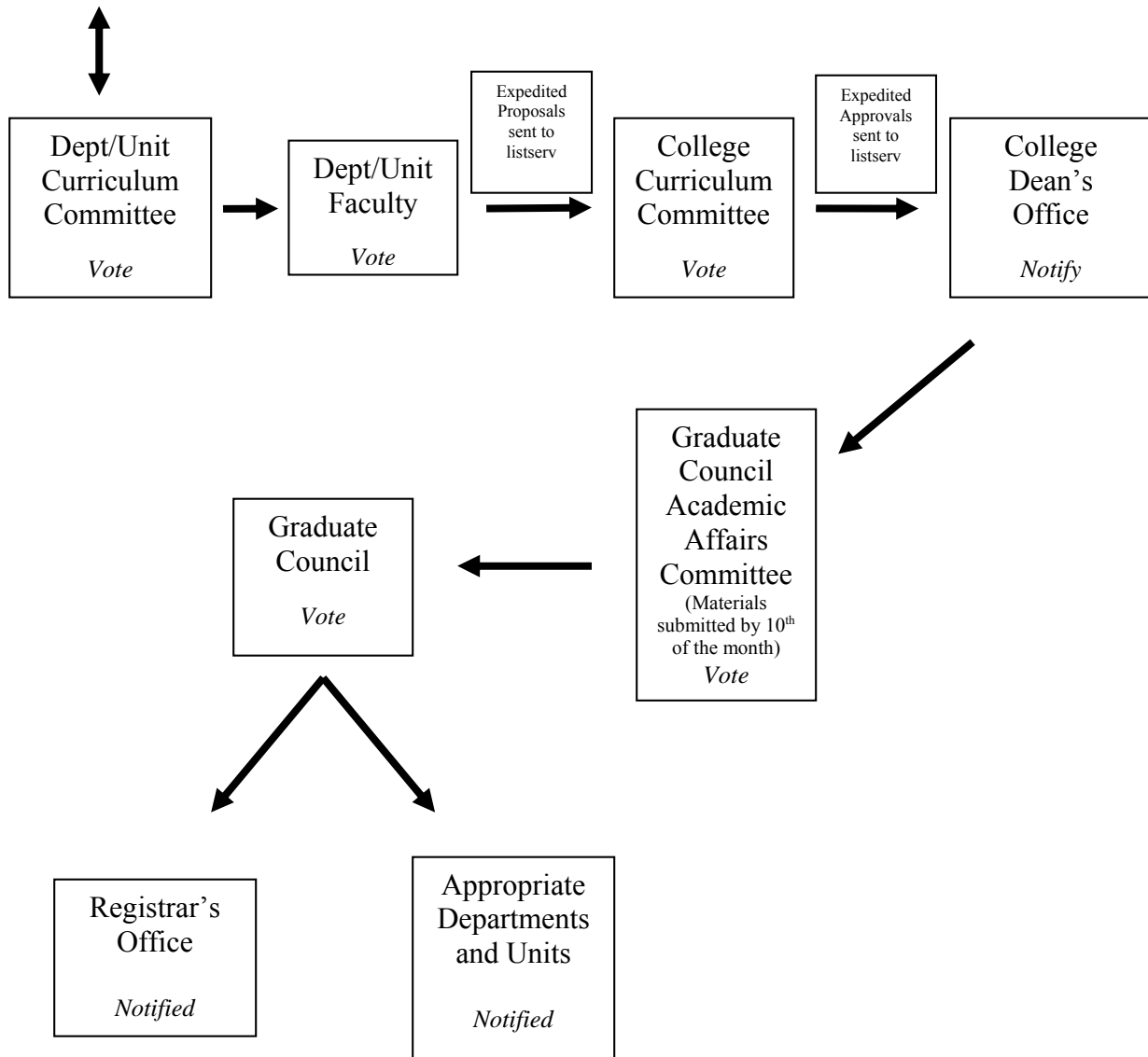
Includes, but is not limited to:

1. rename a course,
2. change course description,
3. change course #,
4. change options,
5. change curriculum, or
6. change pre-requisite within a college

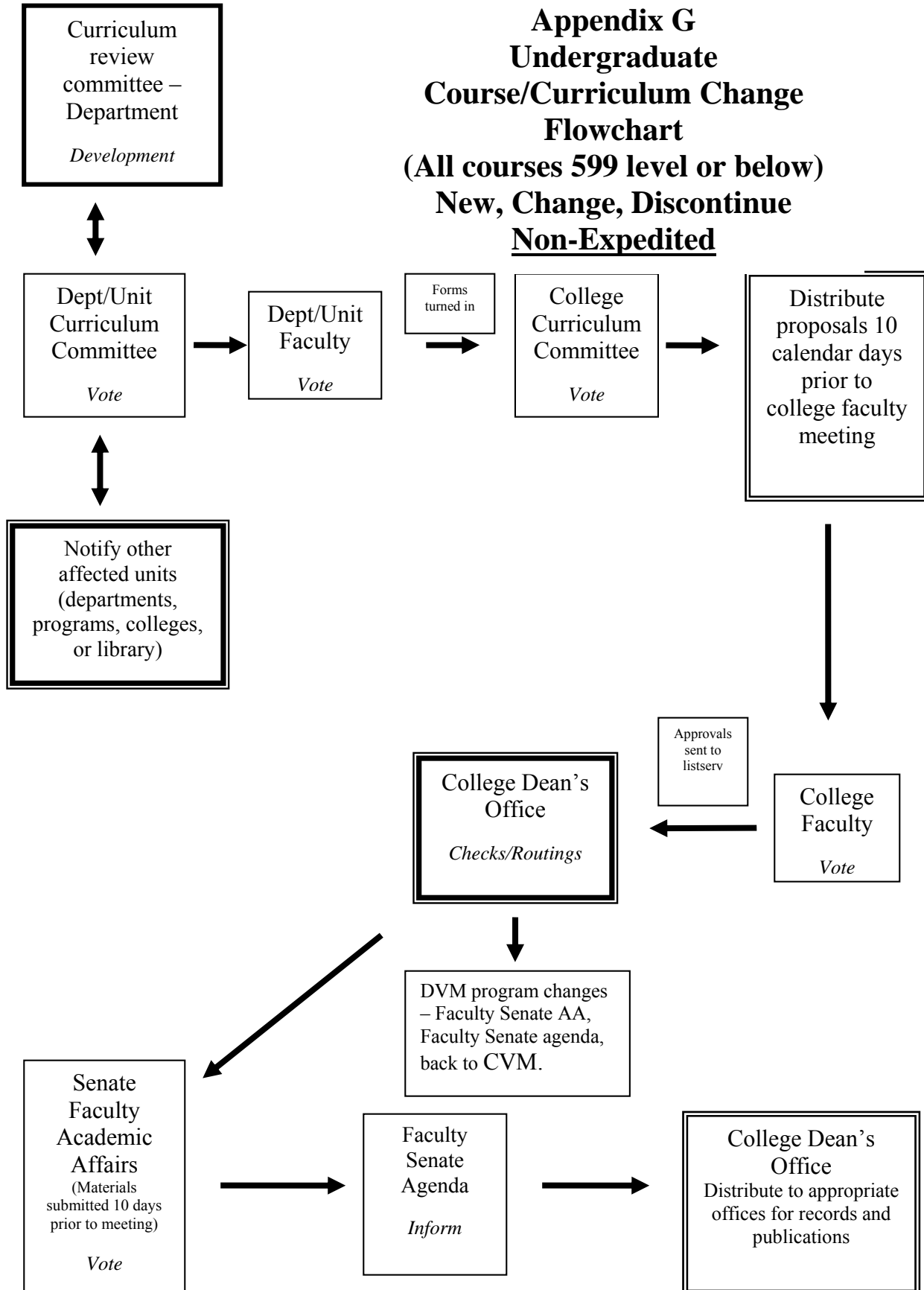
Development

**Appendix F
Graduate Course/Curriculum
Change Flowchart
(All courses 600 level or above)
Change or Discontinue
Within College Only
Expedited Review**

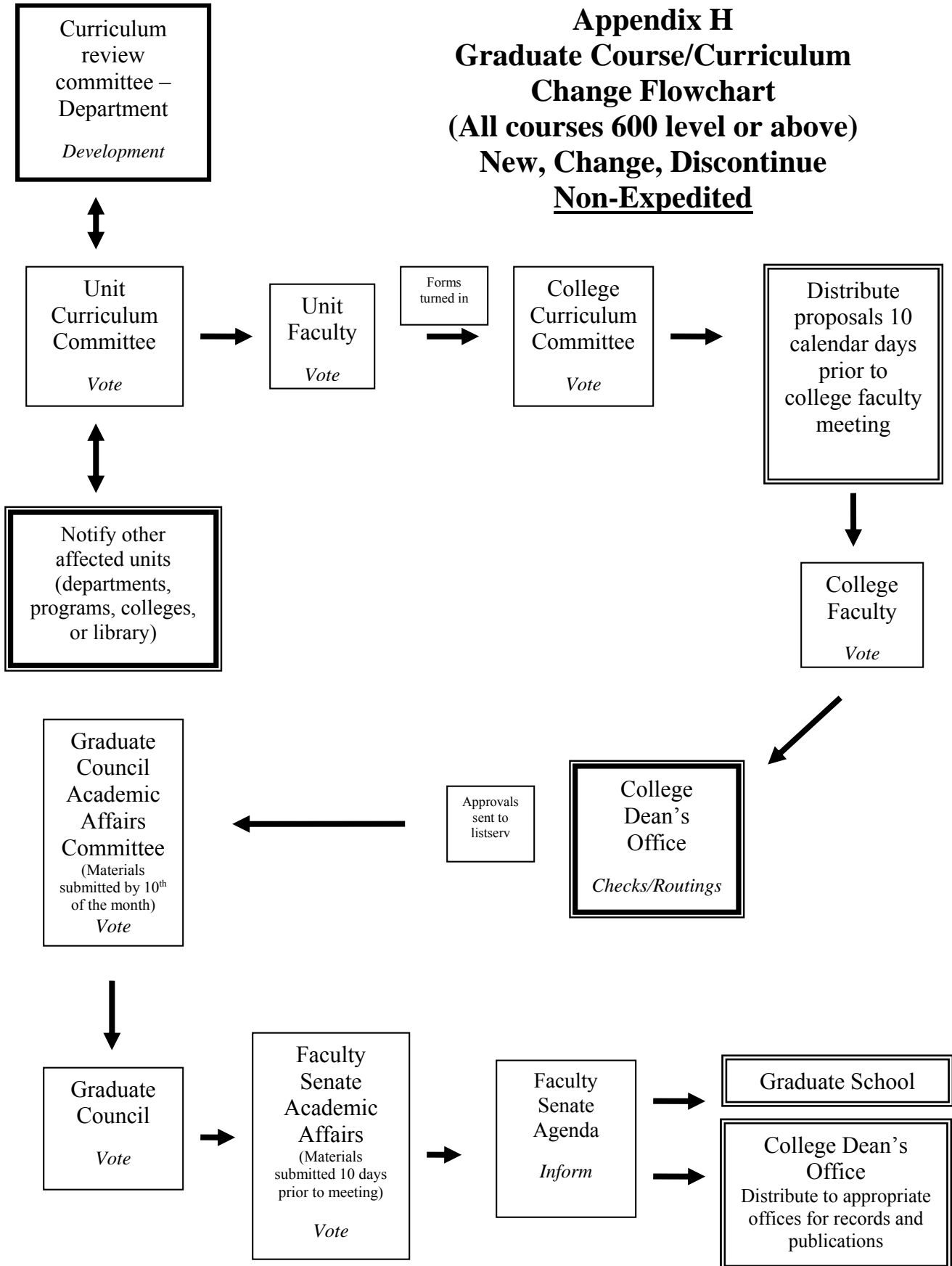
CANNOT HAVE IMPACT ON OTHER COLLEGES



**Appendix G
Undergraduate
Course/Curriculum Change
Flowchart
(All courses 599 level or below)
New, Change, Discontinue
Non-Expedited**



Appendix H Graduate Course/Curriculum Change Flowchart (All courses 600 level or above) New, Change, Discontinue Non-Expedited



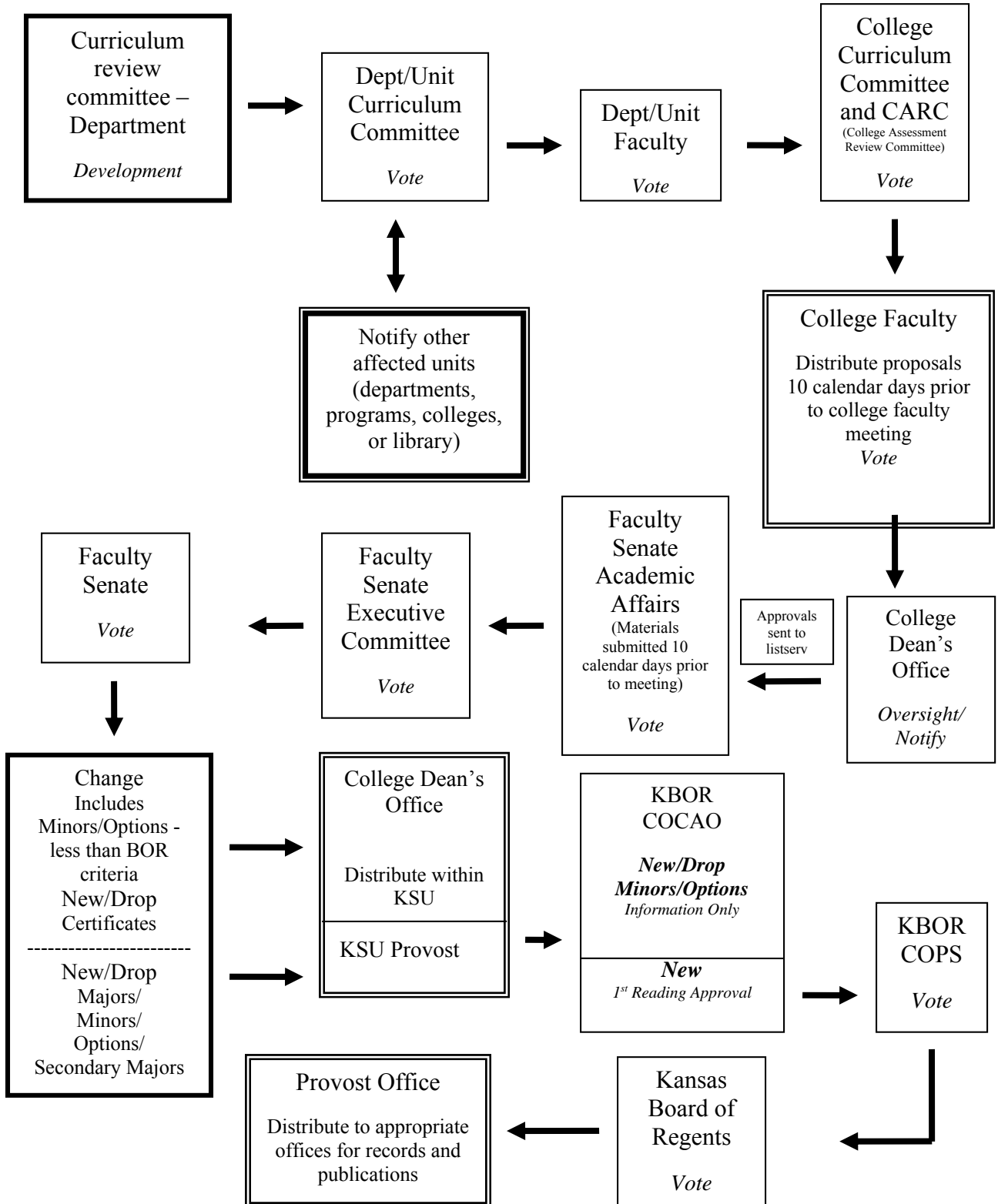
Appendix I: New Academic Program –Kansas Board of Regents**BOARD APPROVAL OF NEW ACADEMIC PROGRAMS**

Please visit the Kansas Board of Regents website for forms and instructions regarding New Program Approval: http://www.kansasregents.org/academic_affairs/new_program_approval.

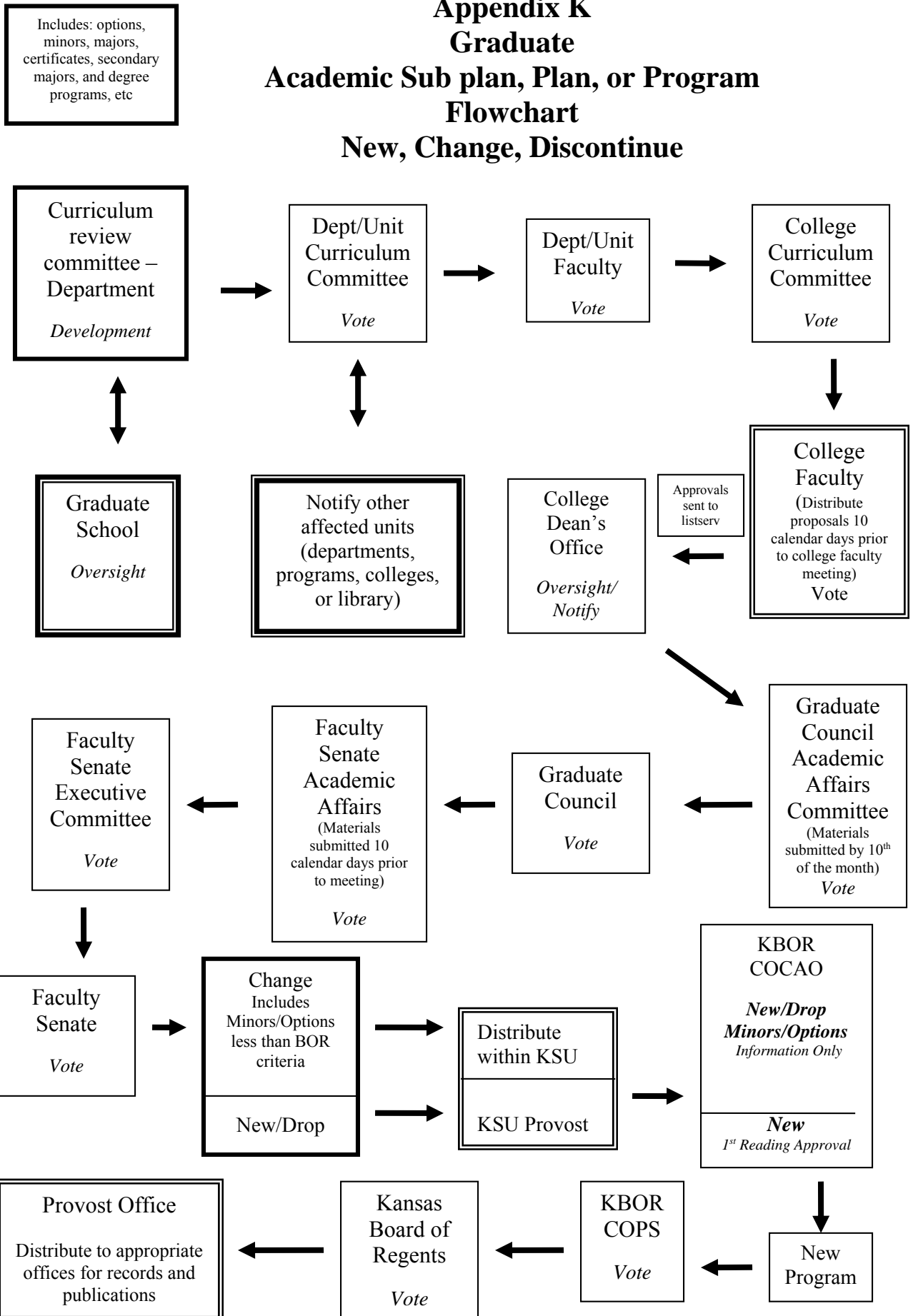
You may also find an abbreviated New Degree checklist on the KSU course and curriculum webpage: <http://www.k-state.edu/registrar/ccap/>

Includes: options, minors, majors, certificates, secondary majors, and degree programs, etc

Appendix J Undergraduate Academic Sub plan, Plan, or Program Flowchart New, Change, Discontinue



Appendix K Graduate Academic Sub plan, Plan, or Program Flowchart New, Change, Discontinue



Appendix L: Collaborative Academic Program –Kansas Board of Regents

COLLABORATIVE PROGRAM/DEGREE PROCEDURES

Collaborative programs/degrees are defined as programs/degrees developed and/or approved jointly by more than one institution; students from each participating institution may study parts of the program/degree at the collaborating institutions. In this policy, “program” refers to a formal academic course of study. Although most programs result in a degree or a major within a degree, in some cases, such as teaching endorsements, a program does not result in a major or a degree.

Proposals for collaborative programs/degrees must include the following:

- (a) A brief description of the nature of the collaboration and the benefits to Kansas
- (b) Lists of partners in the collaboration and degrees/certificates (if any) to be conferred by each partner
- (c) Description of faculty load and faculty compensation for each partner
- (d) Tuition/fees for each partner
- (e) Description of student support services provided by each partner
 - (1) Academic Advising
 - (2) Financial Aid
 - (3) Access to facilities
 - (4) Transcribing procedures
- (f) Plans for joint use of facilities
- (g) Plans for joint purchase and/or maintenance of facilities

Appendix M: New certificate programs

Kansas State University Undergraduate Credit Certificates

A Kansas State University Undergraduate Academic Credit Certificate emphasizes a focused specialty area of study.

The program must increase the knowledge and skills of individuals.

The program must be validated by a specified assessment process.

Undergraduate academic credit certificates require approval through the Faculty Senate curriculum approval process. The department and college that propose an undergraduate academic credit certificate program must provide for approval the following information:

- 1) Purpose (clear and appropriate educational objective),
- 2) Evidence of demonstrated need or demand for proposed certificate,
- 3) Requirements,
- 4) Desired outcomes,
- 5) Assessment procedures,
- 6) Estimated budget and staff required, and
- 7) Evidence of approval of their certificate program through internal academic channels.

GENERAL REQUIREMENTS

Certificates will require no fewer than twelve credit hours.

No more than 25% of total credit hours required for the certificate may be transfer credits.

Minimum cumulative grade point average of 2.0 is required on courses applied to a certificate. A higher cumulative grade point average or minimum course grades of "C" or higher may be specified. All courses applied to the certificate must have letter grades. Courses with grades of "Credit" or "Pass" will not be applicable.

The department and college should also indicate whether or not the certificate can be obtained as a credential on its own (free-standing) or if the certificate may only be obtained by degree-seeking students at Kansas State University. If a specific degree program is required, it should be specified.

All free-standing certificate programs will share the following admission process and criteria unless additional/higher criteria are specified by the department and college.

ADMISSION

All certificate programs require admission to Kansas State University. Certificates to be completed as a free-standing program require admission to Kansas State University as a non-degree, certificate-seeking student.

Students who do not intend to become a candidate for a bachelor's degree at Kansas State University must apply for admission as a non-degree, certificate-seeking student. Such students must submit the admission application, application fee, and transcripts. Applicants must provide documentation of high school or GED completion and, if college courses have been attempted, official transcripts demonstrating a cumulative GPA of 2.0 or higher for all post-secondary coursework.

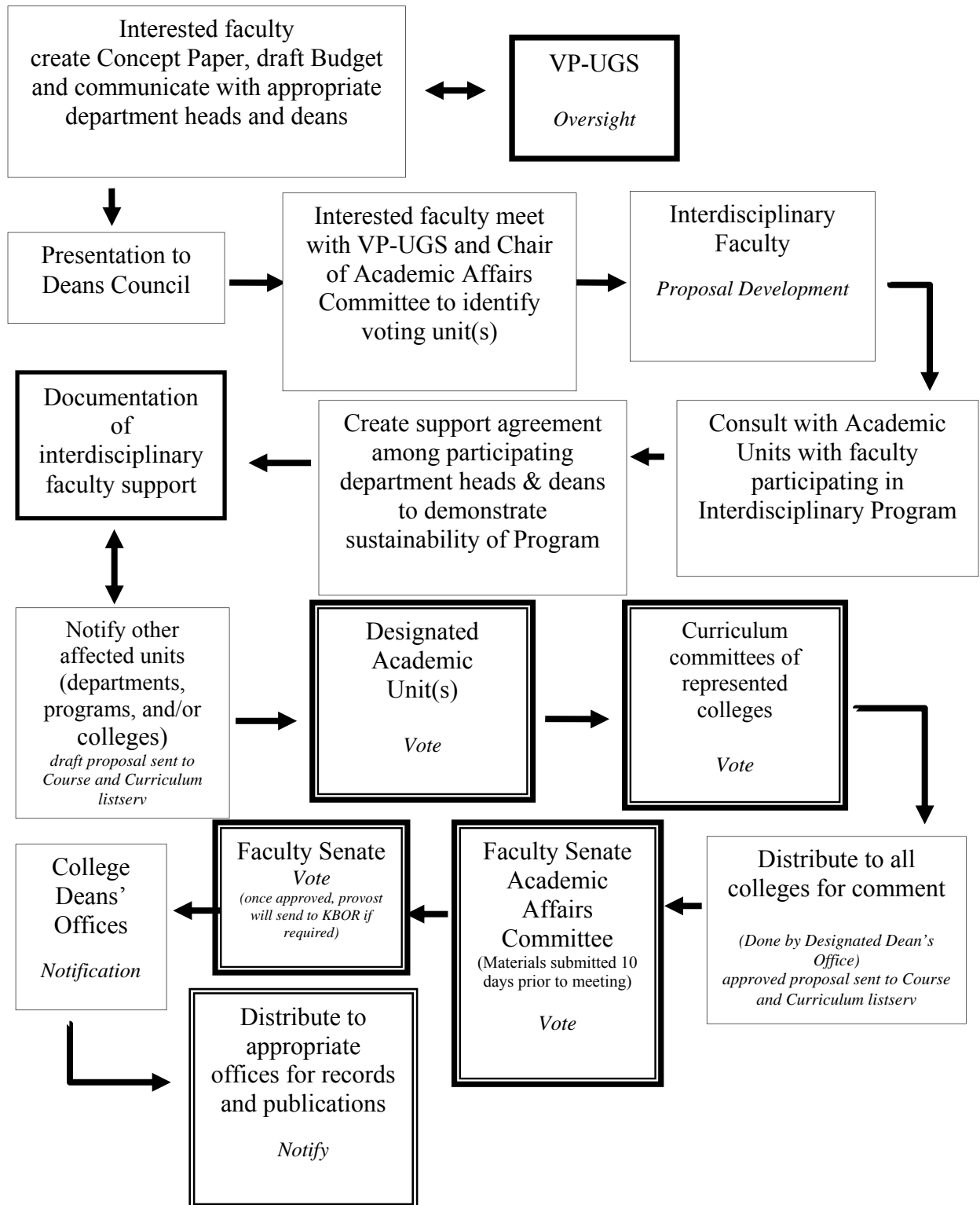
Students who later choose to pursue a bachelor's degree must apply for admission as a degree-seeking student.

Effective Date: Fall 2014

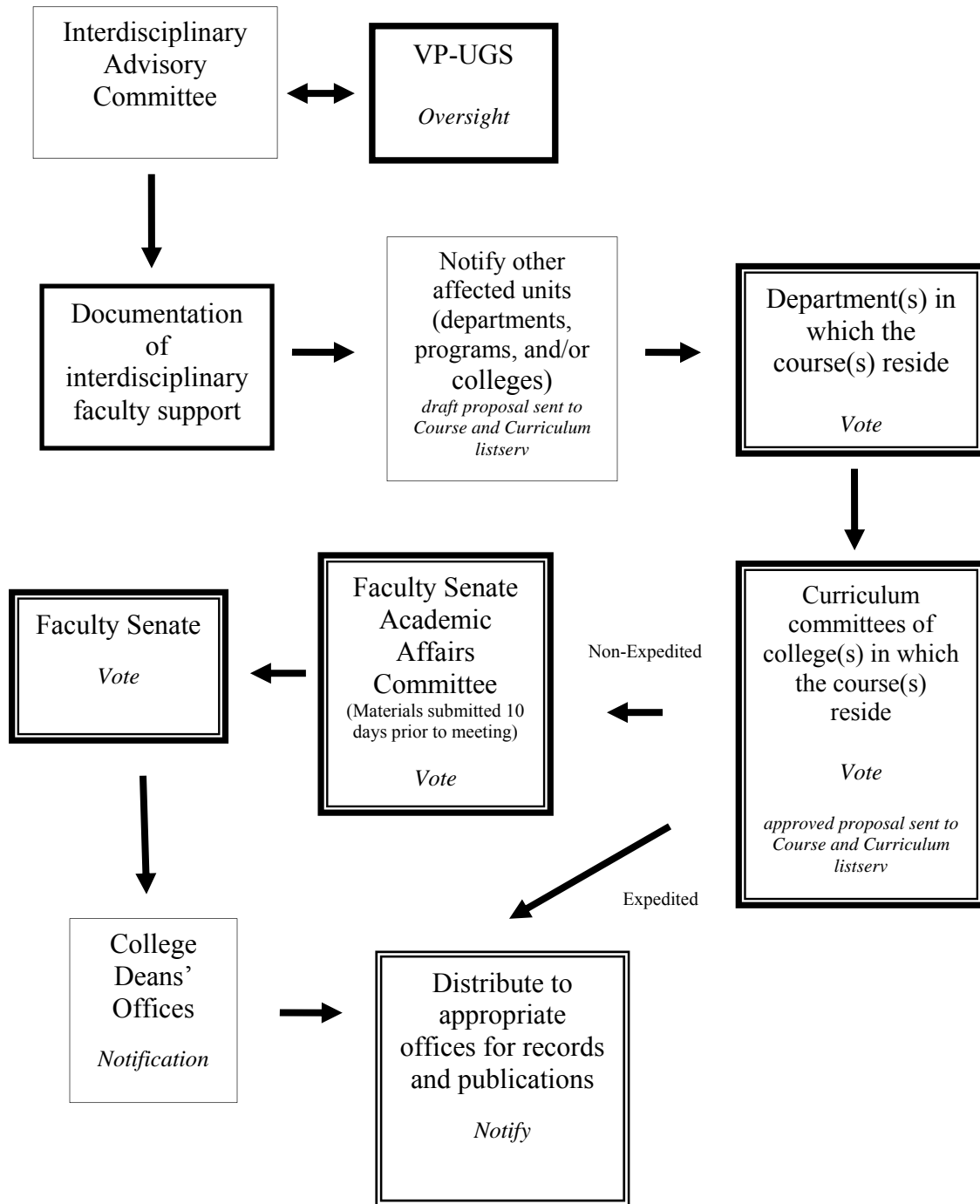
For graduate certificate programs, see

<http://www.k-state.edu/grad/graduate-handbook/chapter4.html>

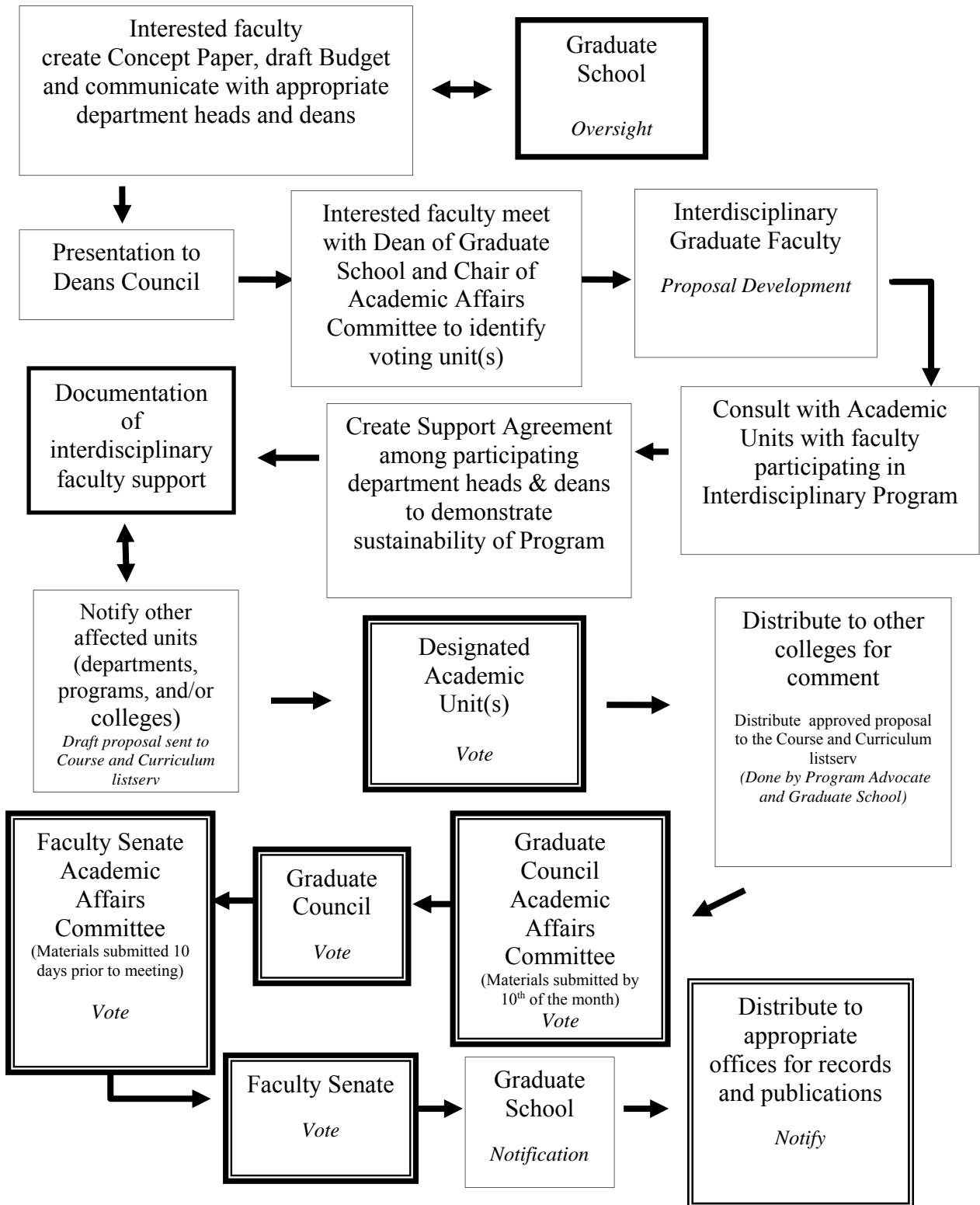
Appendix N Interdisciplinary Undergraduate New Program Proposal Flowchart



Appendix O Interdisciplinary Undergraduate Course/Curriculum Change Flowchart



Appendix P Interdisciplinary Graduate New Program Proposal Flowchart



Appendix Q Interdisciplinary Graduate Course/Curriculum Change Flowchart

