**General Guidelines for**

**Proposals to Create a New Major Program**

* The procedure for creating a new major program differs from other curricular change procedures in that the former must be reviewed by persons outside the institution as well as persons within.
* Proposals to create new major programs are **action items** on the UCC agenda.
* The format used to create a new major program is the form required by the Council on Postsecondary Education, which must approve all new undergraduate programs that require at least 24 hours and all new graduate programs that require at least 18 hours.
* Note that while internally there are separate forms to create a new minor program and to create a new certificate program, the CPE form must be submitted if any undergraduate program is at least 24 hours, regardless of whether the program is to be a major, minor, or certificate program. Thus, for a proposal to create a new major UCC requires only the CPE form.
* Detailed information about the CPE program development process and requirements is available at <http://wku.edu/academicaffairs/pd/program_development.php> . An early step in the proposal development state should be to contact the Associate VP for Planning and Program Development in the Office of the Provost/Vice President for Academic Affairs for an overview of the program development process.
* A CPE Pre-Proposal must be submitted for posting on the CPE website prior to submission of the Proposal to Create a New Major program to the UCC. Guidelines for the preparation and submission of the Pre-Proposal are available at <http://wku.edu/academicaffairs/pd/program_development.php>.
* Programs at the sub-Associate Degree level (and including all lower division course work) require approval from the KCTCS Board of Regents before posting on the CPE site.
* If the proposed program includes courses offered by another department/unit, the head of that department/unit must be consulted regarding staffing and other resources.
* The CIP code program designation is determined by the faculty in consultation with the Associate Vice President for Planning and Development.
* The reference number for the proposed program will be assigned by the University Registrar after the program receives final approval.
* The general sequence of approvals/consultations for a new major program is as follows (consult the Associate VP for Planning and Program Development for the sequence that applies specifically to the proposed new program under development):
	+ Consultation with Associate VP for Planning and Program Development
	+ Development/approval by proposed academic program faculty
	+ Approval by academic unit faculty
	+ Approval by college curriculum committee
	+ (*If proposed program will lead to initial or advanced teacher certification*) Approval by Professional Education Council, then submission/approval by Kentucky’s Education Professional Standards Board (EPSB)
	+ Submission of Pre-proposal to CPE for 45-day posting; receipt of feedback from CPE after review period
	+ Approval by Undergraduate Curriculum Committee (UCC)
	+ Approval by Senate
	+ Approval by Provost
	+ Approval by WKU Board of Regents
	+ Submission/approval by CPE
* The proposed new program must not be advertized and new students will not be enrolled in the proposed new program prior to final approval by the CPE.