

# New Program Approval Process

This page outlines the general program approval process for new baccalaureate, master's, and doctoral degree programs at the University of Kentucky. Please contact the Office of Strategic Planning and Institutional Effectiveness (OSPIE) at [OSPIE@l.uky.edu](mailto:OSPIE@l.uky.edu) to begin this process.

## 1. Notification of Intent (NOI)

NOI should be submitted at least 6 months prior to the submissions of the pre-proposal. NOI will include program title, Degree level, CIP Code, and a brief description of the program

- Program discusses proposal with OSPIE
- Notification of Intent posted to CPE and shared with Chief Academic Officers at other public institutions in Kentucky

## 2. Pre-proposal

Program completes appropriate Senate form which meets the requirements for both internal and external entities

- Proposal reviewed and approved by department and College
- Pre-proposal submitted to CPE where other public KY institutions and council staff have 30 days to review and comment. OSPIE will contact the program if more information is needed. Note: Programs will have 30 days to respond to CPE's questions
- College submits proposal to the appropriate academic council (Undergraduate Council, Graduate Council, Health Care Council) for review and approval
- Proposal submitted to Senate's Academic Program Committee
- Proposal placed on Senate Council and University Senate agenda
- UK Board of Trustee (BOT) Approval

## 3. Full Proposal

Once approved by BOT the full proposal is submitted to CPE by OSPIE with any necessary changes

- Full proposal (approved by BOT) is submitted to CPE for the Council staff to review. If there are no issues, staff will recommend approval to the Council.
- OSPIE will notify the program regarding the final approval.

Programs not implemented within 5 years of Council approval must undergo the entire process again.

Only after the program has been approved by the CPE may the program be advertised to the public or published in Bulletin.

