Academic Program Development Process

Please Note: The program approval process can be lengthy. Both internal and external approvals are required for new programs (Kentucky Council on Postsecondary Education [CPE] and possibly Southern Association of Colleges & Schools Commission on Colleges [SACSCOC] and/or other professional or licensure boards, Provost Program Approval Committee, Faculty Senate, Board of Trustees, and other institutional entities as needed). Proponents should allow ample time for these processes to be completed.

Contact the Office of Academic Planning and Accountability (OAPA) with any questions (Program Approval Service Account: PROGAPPR@louisville.edu).

All templates and information can be accessed on the program approval website:
http://louisville.edu/oapa/new-academic-program-approval-page/new-academic-program-approval

Submit proposals and materials for new programs to the
Program Approval Service Account (PROGAPPR@louisville.edu)

Letter of Intent (LOI)

1. ☐ The program development process begins with a Letter of Intent (LOI) developed by the unit proposing the new academic program. The letter of intent should be approved by the unit dean, upon recommendation by the chairs of all departments that will participate or offer coursework in support of the proposed program before it is submitted to the Provost Office.

2. ☐ The Provost Program Proposal Review Committee will review the LOI and make a recommendation on action to the provost.

3. ☐ Upon approval by the Provost Program Proposal Review Committee, OAPA notifies the unit to complete the program proposal template (located online). For the internal review process UofL uses the same proposal form as CPE.

   There are two proposal templates, depending upon the type of credential being proposed.

   o Undergraduate, Graduate, and Professional programs

   o Certificate Programs: Certificate programs undergo internal review only and have separate guidelines. Certificate proposals skip steps related to CPE approval.

Program Proposal Process

4. ☐ The unit/department sends the materials below to the Program Approval Service Account (PROGAPPR@louisville.edu). The template and forms are available at the link above. OAPA staff review the completed proposal and work with the unit on any revisions prior to the start of the

university and CPE approval processes.

- Completed Certificate Proposal Template
- Proposed Program Curriculum
- Course syllabi for any new course offerings
- Faculty Roster Form
- CV for Program Director/Coordinator
- Course Template Form
- Proposal Budget Form
- Letter of Support from the unit Dean
- Letter of Support from the UofL Libraries
- Letter(s) of Support from any units, departments, or internal or external entities that have indicated their support for the program

5. ☐ Once the proposal and all supporting documentation are received, OAPA will post the necessary information for the CPE Notice of Intent (NOI) to CPE's online system. There will be a statewide review of the NOI by the Council of Chief Academic Officers (CCAO). This review includes a first and second reading (Does not apply to Certificate Proposals).

6. ☐ CPE will notify the UofL Office of Academic Planning and Accountability if any other Kentucky public institution raises any issues with the NOI that need to be resolved before proceeding further with the program development process. If there is no CAO or CPE opposition after the second reading, the NOI is approved for the submission of the proposal.

7. ☐ Faculty Senate and CPE Approval Process. Provost staff will submit the proposal to the UofL Faculty Senate – Academic Programs Committee (APC) and will post the form on the CPE's Kentucky Postsecondary Program Proposal System (KPPPS) for the required statewide 30-day public review and comment period (Certificate Proposals are excluded from the 30-day CPE review and comment period).

   a. Faculty Senate Review: The UofL Faculty Senate APC will review the program proposal and meet with the proponents to discuss it. If APC approves the program proposal it will forward this recommendation to the Faculty Senate for addition to an upcoming meeting agenda. The APC chair will forward the program proposal to the secretary for posting on the senate website. The proposal is to be posted at least 7-10 days in advance of the next Faculty Senate meeting to allow senators time to review the proposal http://louisville.edu/facultysenate/documents-1. The Faculty Senate must vote to approve the program proposal before any other university action can be completed. The Faculty Senate APC chair notifies the provost office once final approval has been granted.

   b. CPE Review: During the CPE 30-day public review and comment period, CPE staff will review the program proposal and approve it or make any requests for additional information or revisions to the submission.

The proponent will make any revisions to the proposal requested by the Faculty Senate or CPE. When the proposal form is approved by Faculty Senate and CPE, the university can complete its final approval process.

Final Approval

8. ☐ When the Faculty Senate and initial CPE approvals are in place, the provost office uses the program proposal to develop a Board of Trustees (BOT) action item, which is added to an upcoming BOT Academic Affairs Committee meeting agenda. Once approved by the committee, the BOT action item is forwarded to the BOT for final approval. Upon approval of the action item by the Board, provost staff will enter the final proposal information into the program proposal portal in the CPE system (KPPPS). OAPA notifies the program when this action has been completed.

9. ☐ SACS Substantive Change (if necessary): The accreditation liaison will work with the program representatives to develop a SACSCOC Substantive Change prospectus report or letter of notification. The required information will be submitted to SACSCOC for approval. UofL's substantive change policy statement and links to SACSCOC substantive change reporting and policy statements can be found at https://louisville.edu/oapa/substantive-change-1/substantive-change.

10. ☐ Upon receipt of notification of institutional approval, CPE will add the final proposal to an upcoming monthly board agenda for a vote. **Certificate proposals do not require CPE Board Approval.** OAPA will notify the program of the addition to the CPE agenda. The CPE Board vote is required in order to add the program to the official statewide inventory of approved academic programs. Institutions report Certificate additions to the Statewide Inventory separately. http://dataportal.cpe.ky.gov/KYAcademicProgInventory.aspx.

11. ☐ Upon receipt of the SACSCOC approval (if required) and CPE's addition of the program to the statewide inventory, OAPA creates a new academic plan in the PeopleSoft system. OAPA notifies all key university stakeholders when the academic plan is in place and the admission and enrollment processes may begin.