



FORT HAYS STATE UNIVERSITY

New Degree Program Proposal

Instructions & Cover Form

INSTRUCTIONS

This form is for submitting a proposal for a **new degree program**. Read the instructions below thoroughly before you begin. Proposals for brand new degree programs must be sent to KBOR and HLC for approval after receiving approval from all levels at FHSU. Prepare KBOR's *New Degree Program Template* for this request.

Before you begin

- 1) Before you begin preparing a written proposal, initiate a conversation with the relevant department/program Chair to vet the new degree program idea through appropriate University channels (Dean, Provost). This initial review step is important to determine the relevance and appropriateness of the proposed degree program to University priorities before the author spends time developing the full proposal.
 - a) If the new degree program proposal crosses disciplinary units, include all relevant Chair(s) and Deans(s) in review of the proposal.
- 2) Upon receipt of initial feedback from the Chair, Dean, and Provost, please route this cover form, the *New Degree Program Template*, *Program Curriculum Map*, and any additional supporting documentation to the Chair and Dean for approval.

Drafting the proposal

- 3) Following input and approvals from the Chair and Dean, please route this cover form, the draft *New Degree Program Template*, *Program Curriculum Map*, and any supporting documentation to: curriculum@fhsu.edu. This intermediate review step will allow the Provost's office to provide early feedback and help the author(s) anticipate and address any potential questions that KBOR may ask during its in-depth review.
- 4) Incorporate any draft edits from Step 3 and submit a final version of the *New Degree Program Template* and *Program Curriculum Map* to: curriculum@fhsu.edu.

Routing the proposal

- 5) The proposal and accompanying documentation will then be routed through the appropriate review committees for internal approval (Academic Affairs/Faculty Senate or Curriculum Committee/Graduate Council).
 - a) Follow-up may be necessary, if the reviewing bodies have additional questions or concerns about the new degree program proposal.



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- 6) After the proposal is vetted and approved internally, it will be submitted to KBOR for peer review and board consideration.
 - a) Please note that author(s), Chair, and Dean may be asked to participate in a meeting with KBOR representatives and peer institutions to defend the proposal.
 - b) Certain academic units may require additional external review from their specialized accrediting bodies.
- 7) Following KBOR approval, the proposal will be sent to HLC. Please note that the new degree program will not be officially approved until routed through HLC for final clearance. This entire timeframe can take a year, depending on KBOR and HLC meeting schedules and follow-up inquiries.

* Indicates required question

Author Email *

Additional Contact Email, if applicable

Department/Unit *

Title of the Proposed Program *

Does this program affect the offerings in other departments? If so, which departments? Please explain.

You will receive a confirmation email via the email you entered.