Academic Affairs

New Program Proposals

All proposals begin with the "Initial Provost Summary[1]" (53 KB DOC) which the Vice Provost circulates to all deans for comment prior to indicating whether full development of the proposal may proceed within the school/college's curricular process.

Documents/Forms:

📄 Academic Program Proposal – Initial Provost Summary[1] (53 KB)

The Kansas Board of Regents and the University of Kansas have established specific procedures by which proposals for new academic programming are created, developed, and submitted for both University and Board approval.

📄 KBOR Program Review Instructions[2] (159 KB)

We take new proposals very seriously, as they require a significant investment of time and effort from proposing departments.

Proposals for new degree programs are developed by a department or program within the College/School by creating a detailed conceptual framework. New degree programs involving multiple Schools/College will require that each School/College involved approve the proposal in identical language. For graduate program proposals, the proposal should be reviewed with representatives from the Office of Graduate Studies.

After those initial conversations have been completed, the College/School Dean will submit the proposal to the Vice Provost for Academic Affairs for consideration, review, and approval. All proposals begin with the "Initial Provost Summary[1]" (53 KB DOC) which the Vice Provost circulates to all deans for comment prior to indicating whether full development of the proposal may proceed within the school/college's curricular process.

Take a few moments to read through the entire approval process narrative to familiarize yourself with the steps, the contacts, the required documents, and the approximate time required to reach proposal approval. All proposal documents are to be submitted electronically, preferably via e-mail.

If you have questions about any of these documents or processes, please contact Abby Coffin[3], Assistant to the Senior Vice Provost for Academic Affairs.

Levels of Approval

[4] The several types of academic programming proposals require various levels of vetting and approval.

Graduate Proposal Types

[5] View the process outline and accompanying documents.

Undergraduate Proposal Types

[6] View the process outline and accompanying documents.

Other Proposal Types

[7] View the process outline and accompanying documents.

Links on this page:

1. http://academicaffairs.ku.edu/sites/academicaff.drupal.ku.edu/files/docs/pre_approval_summary.doc

2. http://academicaffairs.ku.edu/sites/academicaff.drupal.ku.edu/files/docs/kbor-program-review-instructions.pdf

3. acoffin@ku.edu

4. http://academicaffairs.ku.edu/new-program-proposals/levels-of-approval

5. http://academicaffairs.ku.edu/new-program-proposals/graduate

6. http://academicaffairs.ku.edu/new-program-proposals/undergrad

7. http://academicaffairs.ku.edu/new-program-proposals/other

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