



## New Program Approval:

# Order of Steps for KCTCS and Universities by Degree Type

Effective Date: September 12, 2025

The "[New Program Approval Policy](#)" is the official policy. This file merely summarizes approval steps.

# Order of Steps for KCTCS and Universities by Degree Type

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# Order of Steps for KCTCS and Universities by Degree Type

## KCTCS

### KCTCS Process for Certificates and Diplomas

1. The KCTCS System Office completes and submits Certificate Form as was done previously (through KPEDS/KPPPS).

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# Order of Steps for KCTCS and Universities by Degree Type

## KCTCS Process for Associate's Degrees<sup>1</sup>

1. The KCTCS System Office requests student and market demand information from Council staff.
2. The KCTCS System Office ensures both the KCTCS Associate Degree: System Office Review Form and the KCTCS Associate Degree: Council Staff Review Form are completed.
3. The KCTCS System Office reviews both forms.
  - a. The KCTCS System Office approves the KCTCS Associate Degree: System Office Review Form or requests the college make revisions.
  - b. The KCTCS System Office reviews the KCTCS Associate Degree: Council Staff Review Form. The KCTCS System Office may request the college make revisions to the form.
4. The KCTCS System Office submits both the KCTCS Associate Degree: System Office Review Form and the KCTCS Associate Degree: Council Staff Review Form for Council staff review.
5. The KCTCS System Office will submit program proposals for Council staff reviews by the first business day of the month.
6. Council staff reviews all programs submitted by the KCTCS System Office and by the last business day of the month provide feedback and/or a decision on the program.

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<sup>1</sup> The KCTCS process does not include a Notification of Intent and their degree programs are not subject to the unnecessary duplication analysis.

## Universities

### University Process for Certificates (All Universities)

1. The university completes and submits the Certificate Form as was done previously (through KPEDS/KPPPS).

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# Order of Steps for KCTCS and Universities by Degree Type

## University Process for Associate's Degree Program (All Universities)

1. The university requests student and market demand information from Council staff.
2. The university communicates with the KCTCS System Office to schedule discussions with appropriate community and technical colleges.
3. If KCTCS determines that the university can more efficiently offer the associate degree than KCTCS can, the process may proceed.
4. The university submits the Notification of Intent (NOI) Form.
5. Council staff reviews the NOI.
6. Council staff conduct the unnecessary duplication analysis.
7. If Council staff determines that there is no unnecessary duplication and the university sufficiently answers all Council staff questions, the NOI will be approved, and the two-month program development period will begin.

***Note: Institutions are prohibited from seeking internal approval from their governing boards for the anticipated program until after the two-month program development period has concluded. NOIs will be available for review by chief academic officers during the two-month program development period.***

8. When the two-month program development period has concluded, the university 1) seeks institutional approval from its governing board; and 2) submits the University Undergraduate Degree Form<sup>2</sup>.
9. When the program proposal is ready for review by the Academic and Student Initiatives (ASI) Committee, Council staff places the program on an upcoming ASI Committee agenda.
10. Upon approval by the ASI Committee, the program will be placed on the full Council's agenda for approval.

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<sup>2</sup> This form is used for both associate's degree programs and bachelor's programs.

# Order of Steps for KCTCS and Universities by Degree Type

## University Process for Bachelor's Degree Program (All Universities)

1. The university requests student and market demand information from Council staff.
2. The university submits the Notification of Intent (NOI) Form.
3. Council staff reviews the NOI.
4. Council staff conduct the unnecessary duplication analysis.
5. If Council staff determines that there is no unnecessary duplication and the university sufficiently answers all Council staff questions, the NOI will be approved, and the two-month program development period will begin.

***Note: Institutions are prohibited from seeking internal approval from their governing boards for the anticipated program until after the two-month program development period has concluded. NOIs will be available for review by chief academic officers during the two-month program development period.***

6. When the two-month program development period has concluded, the university 1) seeks institutional approval from its governing board; and 2) submits the University Undergraduate Degree Form<sup>3</sup>.
7. When the program proposal is ready for review by the Academic and Student Initiatives (ASI) Committee, Council staff places the program on an upcoming ASI Committee agenda.
8. Upon approval by the ASI Committee, the program will be placed on the full Council's agenda for approval.

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<sup>3</sup> This form is used for both associate's degree programs and bachelor's programs.

# Order of Steps for KCTCS and Universities by Degree Type

## University Process for Master's Degree Programs (All Universities)

1. The university requests student and market demand information from Council staff.
2. The university submits the Notification of Intent (NOI) Form.
3. Council staff reviews the NOI.
4. Council staff conduct the unnecessary duplication analysis.
5. If Council staff determines that there is no unnecessary duplication and the university sufficiently answers all Council staff questions, the NOI will be approved, and the two-month program development period will begin.

**Note: Institutions are prohibited from seeking internal approval from their governing boards for the anticipated program until after the two-month program development period has concluded. NOIs will be available for review by chief academic officers during the two-month program development period.**

6. When the two-month program development period has concluded, the university 1) seeks institutional approval from its governing board; and 2) submits the University Master's Degree Form.
7. When the program proposal is ready for review by the Academic and Student Initiatives (ASI) Committee, Council staff places the program on an upcoming ASI Committee agenda.
8. Upon approval by the ASI Committee, the program will be placed on the full Council's agenda for approval.

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# Order of Steps for KCTCS and Universities by Degree Type

## Doctoral Degree Programs (UK and UofL)<sup>4</sup>

1. The university requests student and market demand information from Council staff.
2. The university submits the Notification of Intent (NOI) Form.
3. Council staff reviews the NOI.
4. If Council staff determines the university sufficiently answered all Council staff questions, the NOI will be approved, and the two-month program development period will begin.

**Note: Institutions are prohibited from seeking internal approval from their governing boards for the anticipated program until after the two-month program development period has concluded. NOIs will be available for review by chief academic officers during the two-month program development period.**

5. When the two-month program development period has concluded, the university 1) seeks institutional approval from its governing board; and 2) submits the Doctoral Degree at UK and UofL Form.
6. When the program proposal is ready for review by the Academic and Student Initiatives (ASI) Committee, Council staff places the program on an upcoming ASI Committee agenda.
7. Upon approval by the ASI Committee, the program will be placed on the full Council's agenda for approval.

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<sup>4</sup> Doctoral programs are not subject to the unnecessary duplication analysis.

# Order of Steps for KCTCS and Universities by Degree Type

## Doctoral Degree Programs (Comprehensive Universities)<sup>5</sup>

By May 1 each year, the Council will determine comprehensive universities' eligibility to submit doctoral programs. (The three criteria are, per KRS 164.295(3), first-to-second year retention rate, bachelor's degree graduation rate, and sufficient unrestricted cash reserves and short-term investments that can cover the university's total operating and non-operating expenses for three months.)

### Doctoral Degree Program Proposals that Do Not Request General Fund Appropriations

1. The comprehensive university requests student and market demand information from Council staff.
2. The comprehensive university submits the Notification of Intent (NOI) Form and the Capacity to Offer Doctoral Program Self-Study Form.
3. Council staff reviews NOI and the Capacity to Offer Doctoral Program Self-Study Form.
8. If Council staff determines the university sufficiently answered all Council staff questions, the NOI will be approved, and the two-month program development period will begin.

**Note: Institutions are prohibited from seeking internal approval from their governing boards for the anticipated program until after the two-month program development period has concluded. NOIs will be available for review by chief academic officers during the two-month program development period.**

4. The comprehensive university identifies an external evaluator to conduct the feasibility analysis and complete the External Review Feasibility Study Form.
5. The external evaluator submits to the CPE both the External Review Feasibility Study Form and the institution's responses.
6. When the two-month program development period has concluded, the comprehensive university 1) seeks institutional approval from its governing board; and 2) submits the Doctoral Degree at Comprehensive University Form.
7. Council staff evaluates the External Review Feasibility Study Form, the institution's responses, and the Doctoral Degree at Comprehensive University Form.
8. When the program proposal is ready for review by the Academic and Student Initiatives (ASI) Committee, Council staff places the program on an upcoming ASI Committee agenda.
9. Upon approval by the ASI Committee, the program will be placed on the full Council's agenda for approval.

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<sup>5</sup> Doctoral programs are not subject to the unnecessary duplication analysis.

# Order of Steps for KCTCS and Universities by Degree Type

## Doctoral Degree Program Proposals that Do Request General Fund Appropriations

1. The comprehensive university requests student and market demand information from Council staff.
2. The comprehensive university submits the Notification of Intent (NOI) Form and the Capacity to Offer Doctoral Program Self-Study Form.
3. Council staff reviews NOI and the Capacity to Offer Doctoral Program Self-Study Form.
4. If no issues are identified, the NOI will be approved, and the two-month program development period will begin.

**Note: Institutions are prohibited from seeking internal approval from their governing boards for the anticipated program until after the two-month program development period has concluded. NOIs will be available for review by chief academic officers during the two-month program development period.**

5. The comprehensive university identifies an external evaluator to conduct the feasibility analysis and complete the External Review Feasibility Study Form.
6. The external evaluator submits to the CPE both the External Review Feasibility Study Form and the institution's responses.
7. When the two-month program development period has concluded, the comprehensive university 1) seeks institutional approval from its governing board; and 2) submits the Doctoral Degree at Comprehensive University Form.
8. Council staff evaluates the Comprehensive University: External Review Feasibility Study Form, the institution's responses, and the Doctoral Degree at Comprehensive University Form.
9. If no issues are identified, the program and the proposed appropriation amount will be sent forward to the Academic and Student Initiatives (ASI) Committee, to request they recommend approval to the Council.

**Note: If the General Assembly does not provide appropriations for a proposed program for which funding was requested, the program will not be approved.**

10. If the General Assembly provides appropriations for the program, the comprehensive university updates the Doctoral Degree at Comprehensive University Form and re-submits it to Council staff.
11. When the program proposal is ready for review by the Academic and Student Initiatives (ASI) Committee, Council staff will place the program on an upcoming ASI Committee agenda.

## Order of Steps for KCTCS and Universities by Degree Type

12. Upon approval by the ASI Committee, the program will be placed on the full Council's agenda for approval.

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