

# 26/27 Faculty Senate Request for New Major

New Major – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

- Used to create a new program and requires KBOR approval.
- Will become effective the upcoming academic catalog if all approvals received.
- **NEW - Documentation needed from the Accreditation Liaison Office to authorize this request.**

**IMPORTANT:** Proposals should be uploaded no later than the **November 20th** to the “Approved College Curriculum” file. This is to allow faculty senate approval at the December meeting, and KBOR review, approval, and implementation for the following Fall semester.

Effective Date: FALL 2027

Submission Date:

Department:

College of:

Contact Person:

Degree:

Minor Required:

Proposed Major:

Modality:

1. Purpose/Justification for New Major:

2. Is this new major proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at PSU or any other Regent University?

*If "yes", please provide an explanation and upload with any documentation between departments and/or other Regent Universities.*

3. Will this change affect any education major?

*If "yes," this requirement will need approval of the Council for Teacher Education before uploading to "Approved College Curriculum Legislation" in SharePoint.*

4. Will additional resources or costs be required?

*If so, what will be needed?*

5. Describe the program assessment plan:

a. Enrollment targets =

b. Outcome expected and process to evaluate =

c. Plan to abandon if enrollment targets are not met =

**Following Faculty Senate Approval**, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for board approval. (must be entered into KBOR PI/CIP system at time of submission).

Forms to accompany Approved Proposal

- A. PSU Request for New Major Form.
- B. PSU Legislative Process Authorization/Notification Sign-Off sheet.
- C. **KBOR Application for New Program, found on KBOR website.**

The Provost's Office will notify the department, college and Registrar of the completion of the approval process.

# Authorization Sign-Off

New Major Name:

Checklist:

- ☐ Academic Planning Excel Attached
- ☐ Course Id's match Course Names
- ☐ Course hours are correct
- ☐ Courses are currently Active
- ☐ Curriculum hours meet 120
- ☐ KBOR forms attached
- ☐ Provost Office contacted

***Following final College Curriculum Committee approval, send to your College Admin with the appropriate signatures.***

Department Curriculum Committee

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Department Chair/Director

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

College Curriculum Chair

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Dean of College

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Council for Teacher Education, *if applicable*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

University Undergraduate Curriculum Committee

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Faculty Senate Recorder

Date: \_\_\_\_\_ Signature: \_\_\_\_\_