

Request for New Major

Effective Date: FALL 2025

Submission Date:

Department:

College of:

Contact Person:

Degree:

Minor Required:

Modality:

Proposed 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.

IMPORTANT: Proposals should be uploaded no later than the **OCTOBER** Preliminary legislation month. This is to allow faculty senate approval at the December meeting, and KBOR review, approval, and implementation for the following Fall semester.

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 (preceding)

B. PSU Legislative Process Authorization/Notification Sign-Off Sheet (preceding)

C. KBOR Application for New Program, https://www.kansasregents.org/academic_affairs/new_program_approval or located on the FS website

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

1. Purpose/Justification for 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.*** ***Yes*** ***No***

3. Will this change affect any education major? ***If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.***
Yes ***No***

4. Will additional resources or costs will be required? Yes No
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 not met =

Authorization Sign-Off

Checklist: Check once verified.

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

-Approved: Department Chair/Director

Date: _____ Signature: _____

-Approved: College Curriculum Chair

Date: _____ Signature: _____

-Approved: Dean of College

Date: _____ Signature: _____

-Approved: Council for Teacher Education, if applicable

Date: _____ Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature: _____

-Approved: Faculty Senate

Date: _____ Signature: _____

Originating Department(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Please Note: This is a 3-month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.