Request for New Major

Effective Date: FALL 2025   Submission Date:

Department: College of:

Contact Person: Session Based: Yes   No

Degree: 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: NEW MAJOR PROPOSALS SHOULD BE SUBMITTED **NO LATER THAN** THE **OCTOBER LEGISLATION MONTH**. THIS IS TO ALLOW GRADUATE COUNCIL APPROVAL KOBR REVIEW, APPROVAL, AND IMPLEMENTATION FOR THE FOLLOWING FALL SEMESTER.

<u>Forms to accompany Approved Proposal</u>

A. PSU Request for New Major Form (preceding)
B. PSU Legislative Process Authorization 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 submitting to Graduate Studies.*
         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 =

         Options available and number of hours required.

                  Proposed
                  1 Thesis   Hours

                  2 Applied Research   Hours

                  3 Course Work   Hours

Authorization Sign-Off

Checklist

Academic Planning Excel Attached   All fields completed
Course Id's match Course Names   KBOR forms attached
Course hours are correct   Provost Office contacted
Courses are currently Active

-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: Graduate Council Chair

     Date: _____ Signature: _____

Following Graduate Council Approval, SUBMIT SIGN OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL. (MUST BE ENTERED INTO KBOR PI/CIP SYSTEM AT TIME OF SUBMISSION TO KBOR).