

**Kansas Community Colleges/Technical Colleges/Technical Schools  
Application for Revision of Existing Educational Program**

If three or more professional/technical courses that are deemed essential components of a vocational/technical program are significantly altered, the respective program will be viewed as also being significantly altered, to the extent that it constitutes a revised program. This program alteration will now necessitate the submission of an Application for Revision of Existing Educational Program to the Board of Regents.

Submitting Community/ Technical College: \_\_\_\_\_

Current Program Title: \_\_\_\_\_

Current program CIP Code: \_\_\_\_\_

Revised Program Title: \_\_\_\_\_

Revised Program CIP Code: \_\_\_\_\_

Proposed Semester of Initiation: \_\_\_\_\_

College Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

KBOR Staff: \_\_\_\_\_ Date \_\_\_\_\_

Give a brief description of the current program (purpose and function):

Give a brief description of the revised program (purpose and function). How have the revised courses altered this program?

What new competencies will be attained with this program revision?

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**List of Criteria**

This guide is for colleges to use when revising an existing approved educational program. Please review the following criteria required for the program revision. The information requested under each criterion should be furnished in narrative style and attached to this application.

**Criterion I: Rationale For Program Revision**

- Minutes from the program's advisory committee, detailing the advisory committee's rationale and support for the revision(s).
- Documentation supporting the revision(s) from two industries closely affiliated with the program that usually hires graduates from the program.
- Letter from Program Chair /Dean documenting rationale for program revisions.

**Criterion II: Complete Curriculum**

- Submit a list of all courses in the current program and highlight each course that will be revised, added or omitted.
- Submit a list of the overall program competencies.
- Submit a syllabus for each revised course in the program.  
Each revised course syllabus shall include:
  - a detailed list of the course competencies
  - a detailed course outline
  - a description of the course and its place in the curriculum
  - a description of the method(s) of instruction to be used
  - a description of the method(s) of evaluation to be used

**Criterion III: Admission Requirements**

- If admission requirements to the revised program are different from the existing program, please explain.

**Criterion IV: Facilities**

- If existing facilities are not adequate to support the revised program, please submit evidence as to what modifications are being planned, with a time-line for completion.

**Criterion V: Resources**

- If existing resources are not adequate to support the revised program, please indicate the additional resources and source that will be necessary to support the revision.

**Criterion VI: Faculty**

- If existing faculty qualifications to support the revised program are not adequate, please provide a plan for upgrading faculty.

**Criterion VII: Outside Accreditation**

- If the program revision impacts professional program accreditation, such as certifying or licensing agencies, please explain your plan to seek approval of your revision from these agencies.

**Criterion VIII: Approval by Board of Trustees**

- Please include evidence of Board of Trustee approval of program revision.

An Application for Revision of Existing Educational Program must be in the Regents office no later than February 13 for program revisions going into effect the fall of that year, and no later than August 13 for revisions going into effect the following January.

Please complete the Application and return it with all required documentation to:  
Director of Curricular Affairs, Kansas Board of Regents, 1000 SW Jackson, Suite 520,  
Topeka, KS 66612-1368, (785) 296-4936.