



Pikes Peak State College (PPSC) Educational Procedure

EP 201 – Academic Program Initiation and Development

Originated:

Unknown

Revised:

December 2025

June 2017

References:

[CCCS Board Policies & System Procedures](#): BP 9-30 Approval of Academic Programs, SP 9-30a Associate Degrees, SP 9-30b Bachelor Degrees, SP 9-30c Certificates, and SP 9-80a Academic Standards

[PPSC VPIS site](#): Phase 1 Form, Phase 2 Form, New Program Approval Checklist: AA, AS, and Non-CTE Certificates, New Program Approval Checklist: AAS and CTE Certificates

[PPSC VPIS site](#): Active CCCS Program List (CIP codes).

[PPSC Curriculum Committee](#): Additional Resources.

Approved By:

Mary Coussons-Read

Interim Vice President for Instructional Services, Pikes Peak State College

Signature 
Mary Coussons-Read (Feb 13, 2026 13:17:48 MST)

Date 02/13/2026

Amy Reed

Faculty Senate President, Pikes Peak State College

Signature 

Date 02/13/2026

Susi Holmes

EP Committee Co-Chair, Pikes Peak State College

Signature 

Date 02/13/2026

I. Purpose:

This Educational Procedure (EP) establishes a standardized process for the development of new programs at Pikes Peak State College. All new programs (defined as a new degree or certificate) should be aligned with the PPSC strategic plans, vision, and mission.

II. Scope:

This Educational Procedure is applicable to all new programs under consideration at PPSC.

III. Procedure:

The following guidelines direct the general evaluation and consideration of a new program, which is defined as a new degree or new certificate. To ensure proper review, each proposed degree or certificate program must undergo a separate approval process. Phase 1 and/or Phase 2 forms cannot be used to seek approval for multiple programs. A separate form is required for each program. See Appendix A (Academic Program Initiation & Development Resource Table) for more information on help with various sections of the forms. Also see Vice President for Instructional Services (VPIS) SharePoint for an up-to-date list of contacts.

Formally completing an evaluation of a potential new program can be a two-phase process depending on the type of program that is being proposed. There are two types of new programs, each requiring a different level of review before approval:

Program Type 1:

- PPSC has an existing approved program that shares the same four-digit Classification of Instructional Programs (CIP) code (XX.XX) at the same credential level as the proposed program. This might be an addition to an already existing (or prior) program at the college or closely related to an existing program. This type of program will require only Phase 1 of the Academic Program Initiation and Development procedure.
- For example, PPSC currently offers several programs in welding (**48.0508**), which falls under Precision Metal Working (**48.05**). The welding faculty believe that a new certificate degree should be added for students interested in a new welding technology, which would have the same CIP code (**48.0508**) as the already existing degrees. Additionally, they would like to explore adding a degree in Tool and Die Technology (**48.0507**), which would share the four-digit CIP code (**48.05**). In both examples, only Phase 1 would be required.

Program Type 2:

- No existing PPSC approved programs share the same four-digit CIP code (XX.XX) at the same credential level as the proposed program. For example, PPSC does not currently offer any programs in Agricultural and Domestic Animal Services (**01.05**), but there is a growing need for a degree in Dog/Pet/Animal Grooming (**01.0504**). A search of all programs offered at PPSC indicates there are no other existing programs that share the four-digit code of **01.05**, so this new program would require both Phase 1 and Phase 2 of the New Program Initiation and Development procedure.
- All bachelor's degrees are considered Type 2 and must also go through both phases of the Academic Program Initiation and Development process. Please refer to System

President's Procedures (SP) 9-30B. For additional information please refer to the Dean & Faculty Hub, Bachelor of Applied Science (BAS) Program Approval process.

Note: Programs with selective admission may need to complete additional steps; please contact PPSCEPCommittee@cccs.onmicrosoft.com for additional guidance.

Phase 1 of New Program Initiation and Development.

All proposed programs must be approved by the appropriate Executive Dean before starting the first phase.

- All required information for all prompts and questions must be completed on Phase 1 Form (see Appendix B).
- Upon the VPIS signature of approval for the new program, a presentation will be scheduled for the Executive Leadership Team.
- Following the presentation, Executive Leadership can:
 - Approve further development of the program
 - Require further information (e.g., projected budget, Phase 2 Form).
 - Determine that the development of the new program will be discontinued (e.g., because it does not align with PPSC's mission nor advance the College's strategic goal, no student demand)
- If Executive Leadership approves the continuing development of the new program, the next step will be for:
 - Type 1 program initiator(s) to submit a Curriculum Program Request to the Curriculum Committee.
 - Type 2 program initiator(s) to move on to Phase 2 of New Program Initiation and Development.

Phase 2 of New Program Initiation and Development.

As noted, the following programs are required to complete Phase 2 of the New Program Initiation and Development procedure:

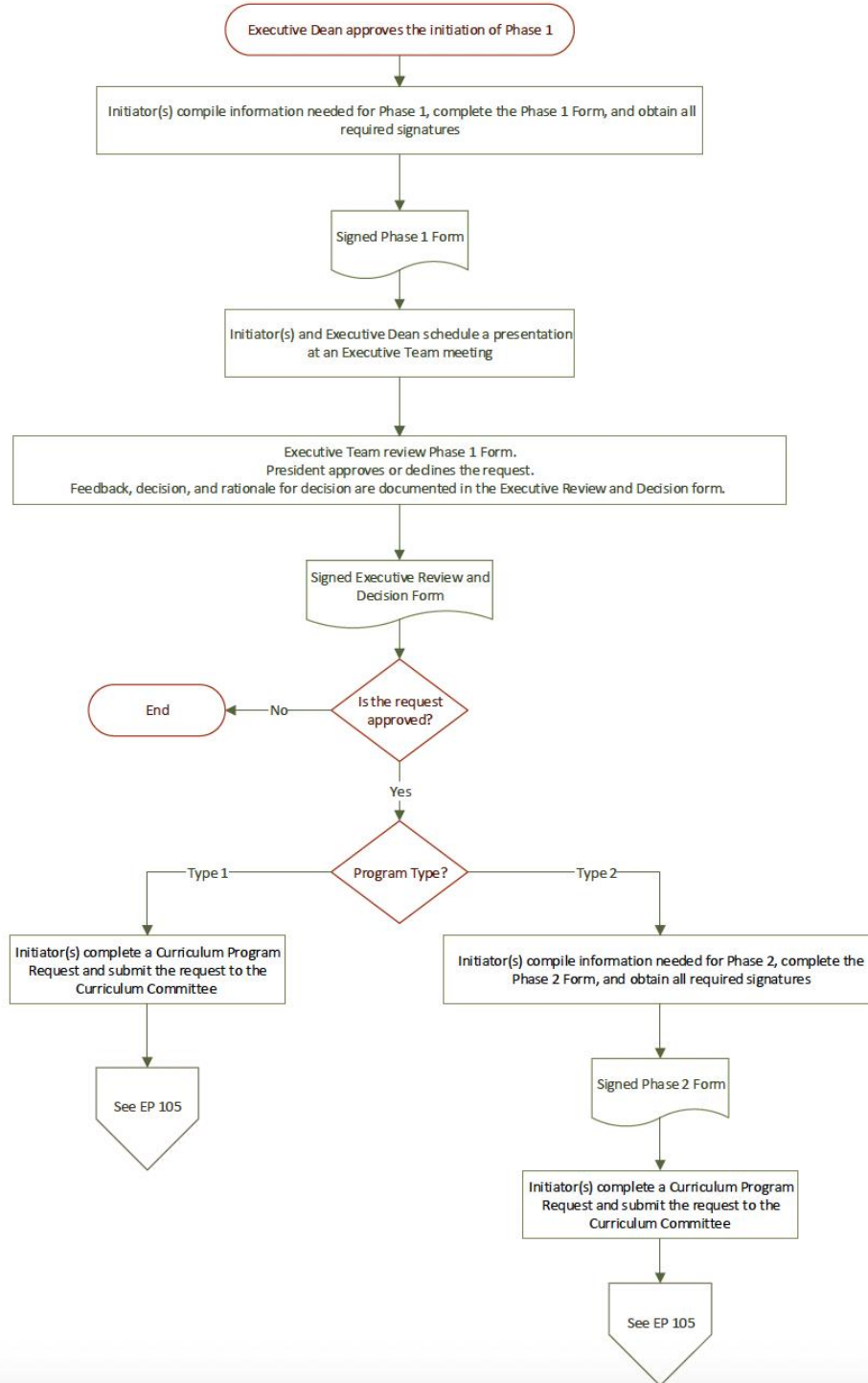
- All Type 2 programs
- Type 1 programs that have been required by Executive Leadership to complete the Phase 2 Form (see Appendix C).

During the Phase 2 process, more specific information about anticipated growth, financial sustainability, budget projection, communication and marketing strategies, student support services, student success interventions, and specialized accreditation must be provided. In addition, questions may arise during Phase 1 that must be addressed as well.

- All required information for all prompts and questions must be completed for the Phase 2 Form.
- The initiator(s) must obtain all signatures required for Phase 2, and the next step will be for the program initiator(s) to submit a Curriculum Program Request to the Curriculum Committee.

- Once approval from the PPSC Curriculum Committee is received, the initiator(s) will secure additional Higher Learning Commission (HLC) and Colorado Community College System (CCCS) approvals.
- The initiators should use the following Checklists (Appendix D):
 - New Program Approval Checklist: Associate of Arts (AA), Associate of Science (AS), and Non-Career and Technical Education (CTE) Certificates (see References section)
 - New Program Approval Checklist: Associate of Applied Science (AAS) and CTE Certificates (see References section)

New Program Initiation & Development Flow Chart



Appendix A – Academic Program Initiation & Development Resource Table

Phase 1

Sections	Possible Sources of Evidence/Support/Additional Information
System Alignment of Program Name and CIP Code	Cognos Active Programs report; National Center for Education Statistics ; email confirmation from system office for new program names or CIP codes; PPSC Accreditation Liaison Officer (ALO); Director of Curriculum Operations
Institutional Fit: Relationship to Existing Programs	College catalog; program review data; advisory committee input; transfer or articulation requests from partner institutions
Institutional Fit: Expected Wages for Program Completers	US. Bureau of Labor Statistics (Occupational Employment and Wage Statistics); O*NET Online wage data, and Labor market analytics tools (e.g., EMSI/Lightcast, Burning Glass); CTE Advisory committees
Employment and Market Demand	Job availability data, labor market trends, employer feedback, or partnership interest; Division leadership
Student Demand	Survey results from current or prospective students; survey results from alumni; or increasing enrollment in related or similar programs
Curriculum and Instructional Design	State Faculty Curriculum Committee (SFCC) Style Guide; BAS Program Approval Checklist & Planning Sheet

Phase 2

Sections	Possible Sources of Evidence/Support/Additional Information
Three-year budget projection	See Appendix E; PPSC Chief Financial Officer (CFO)
Communication and Marketing Strategies	Marketing Link; Marketing department
Curriculum Development	SP9-30a, SP9-30b, SP9-30c transfer-institution requirements; professional or industry standards; faculty expertise; CTE advisory committee input; accreditation guidelines; feedback from employers, students, or community partners.
Program Learning Outcomes	Center for Excellence in Teaching and Learning (CETL) SharePoint – Assessment for Learning Improvement
Specialized Accreditation	PPSC ALO

Appendix B – Phase 1 Form

Initiator Name(s) and Title(s):

Academic Division:

Date:

Program Description

Proposed program name:

Major, Designation, or Emphasis area:

Program type: Certificate AA AS AES AAS BAS BS

Total number of credit hours required for the program:

Six-digit CIP code:

Anticipated start term:

Provide a short description of the program:

System Alignment of Program Name and CIP Code

Provide evidence that you have reviewed existing programs across the system or, if the program is not currently offered elsewhere, that the program name and Classification of Instructional Programs (CIP) code have been validated with the system office. *Possible sources of evidence include COGNOS Active Programs report or email confirmation from the system office for new program names or CIP codes.*

Please select one:

- No similar programs are offered at other CCCS institutions. I have verified that the selected program name and CIP code align with CCCS conventions.
- One or more similar programs are offered at other CCCS institutions. If so, include the list of programs below:

PPSC Type 1 versus Type 2 Determination

To determine whether the proposed program is a Type 1 or Type 2 program, indicate whether it shares the same four-digit CIP code with an existing PPSC approved program at the **same credential level** as the proposed program.

Do any existing PPSC approved programs share the same four-digit CIP code (XX.XX) as the proposed program?

- Yes (Type 1 program)**. Once Phase 1 is completed and you have received approval from the Executive Team to proceed, complete the Curriculum and Instructional Design section below and submit the proposed program to the PPSC Curriculum Committee. (Phase 2 is not required).

☐ **No (Type 2 program).** Once Phase 1 is completed and you have received approval from the Executive Team, proceed with Phase 2 before submitting the proposed program to the PPSC Curriculum Committee.

Institutional Fit

Describe how the proposed program aligns with the PPSC mission and advances the College's strategic goals.

Relationship to Existing Programs

Explain how the proposed program complements, enhances, or fills a gap within PPSC's current program offerings? *Possible sources of evidence include college catalog, program review data, advisory committee input, transfer or articulation requests from partner institutions.*

Expected Wages for Program Completers

Provide the expected wage range for graduates of this program upon entering the workforce. *Possible sources of wage data include U.S. Bureau of Labor Statistics (Occupational Employment and Wage Statistics), O*NET Online wage data, and Labor market analytics tools (e.g., EMSI/Lightcast, Burning Glass), CTE Advisory committees.*

Employer and Market Demand

Provide evidence demonstrating that the proposed program addresses a need within the local and regional community. *Possible sources of evidence include job availability data, labor market trends, employer feedback, or partnership interest.*

Student Demand

What is the primary target audience for the program (e.g., full-time, part-time, high school student, traditional college age, working adults, military personnel, etc.):

What are the admission requirements for this program?

Is this program using Selective Admissions?

Provide evidence indicating that there is sufficient student interest in the proposed program. *Possible sources of evidence include survey results from current or prospective students, survey results from alumni, or increasing enrollment in related or similar programs.*

Provide projected enrollment numbers for the proposed program.

- First-year enrollment (Year 1):
- Projected enrollment for Years 2–5:
- Assumptions used to calculate projections:

Required Resources

Will PPSC need to hire new faculty or instructors to ensure appropriately credentialed personnel and sufficient instructional capacity for the proposed program?

Answer	Explanation
Yes. Explain the new personnel needs (e.g., number of positions, required qualifications, anticipated hiring timeline)	
No. Describe how current faculty and instructors will adequately support the proposed program.	

Will the proposed program require additional institutional investment beyond personnel (e.g., facilities, equipment, technology)?

Answer	Explanation
Yes. Explain the new resource needs and provide an estimated dollar amount (e.g., new lab space, classroom renovations, specialized equipment, software, or technology upgrades) In your explanation, please provide anticipated sources of funding (e.g., general funds, Perkins, PPSC Foundation, state grant)	Estimated costs: \$ _____
No. Describe how existing facilities, equipment, and technology will adequately support the proposed program.	

Will students be responsible for any course-specific fees (e.g., equipment, materials, technology) that are unique to this program? Yes No Unsure

Modality

Is the proposed program a [competency-based education](#) (CBE) program? Yes No

Modality(ies) in which the program will be offered (select all that apply):

[Distance Education](#)/Online instruction On-site/In-person instruction Other, please specify:

Does the institution intend to offer the program through a [contractual arrangement](#)?

No

Yes, please answer the questions below

- Name of contractual partner:
- Percentage of instruction that will be provided by the institution and by the contractual partner:
- Describe the services provided by the institution:
- Describe the services provided by the contractual partner:

Will students be able to earn 50% or more of the credit hours required for the proposed program at any high school location?

No Yes, please list the name(s) of the high school(s) here:

Risk Assessment & Mitigation Planning

Identify any internal or external factors that could limit the success of this proposed program (e.g., insufficient student demand, shifting industry trends, inadequate resources, accreditation or regulatory challenges, competition from other institutions). Use the table below to describe each potential risk and the actions your department will take to remedy or mitigate it.

Risk that could impact the program’s ability to launch or operate as intended.	Actions, strategies, or contingency plans the department will take to reduce or mitigate the risk.

Additional Information for Degree Programs

Breakdown of Credit Hours:	Number of Credit Hours
Number of credit hours from existing inventory of courses at the institution	
Number of credit hours from courses for which content has been revised for the new program	
Number of credit hours from courses developed for the new program that haven't been offered at the institution	
Total number of credit hours required for the program	

Additional Information for Certificate Programs

Is the requested certificate program a subset of an existing degree program? Yes No

Is at least 50% of the certificate program made up of existing courses? Yes No

Has the institution outsourced a portion of the program to an entity not accredited by an agency recognized by the U.S. Department of Education? Yes No

Authorization for HLC Submission

All new programs must receive approval from the Higher Learning Commission (HLC). Institutions may inform their constituents, including prospective students, that *an application for a new program has been submitted to the accreditor and is pending HLC approval*. However, institutions may **not** actively recruit or enroll students in the proposed program until HLC has granted formal approval. To streamline the HLC notification/approval process, please select one of the following options:

- **I authorize** the PPSC Accreditation Liaison Officer (ALO) to use the information provided in Phase 1 to submit program information to HLC **immediately following the recommendation for approval by the PPSC Curriculum Committee.**
- **I do NOT authorize** the PPSC Accreditation Liaison Officer (ALO) to use the information provided in Phase 1 to submit program information to HLC following recommendation for approval by the PPSC Curriculum Committee. **I will instead contact the PPSC ALO after the program has been reviewed by the PPSC Curriculum Committee.**

Required Signatures

By signing below, each designated individual confirms that:

- They have reviewed the information provided in this form
- They have verified its accuracy to the best of their knowledge
- They have authorized the initiator to present the proposal at an Executive Leadership Team meeting.

Initiator:

Department Chair:

Associate Dean:

Executive Dean:

Vice President for Instructional Services:

Presentation to Executive Leadership Team

Initiator Name(s) and Title(s):

Academic Division:

Date:

Proposed program name:

Program Type: Certificate AA AS AES AAS BAS BS

Six-digit CIP Code:

Executive Leadership Comments:

Executive Leadership Decision:

- Approved to submit required information to the Curriculum Committee
- Approved to move to Phase 2
- Not approved

Rationale:

Signature and Date

President

Next Steps (After Leadership Approval)

Curriculum and Instructional Design

Please write a program description suitable for inclusion in the College catalog:

Required Courses: List all the courses that comprise the program and identify if the program will include any new courses (i.e., courses not currently offered at PPSC including CO Online @ PPSC).

Course	Course Title	Credit Hours	New? (Yes/No)

Program Learning Outcomes: List the intended program learning outcomes. Each outcome should be specific, measurable, and aligned with the knowledge, skills, and competencies students are expected to achieve upon completion of the program.

Upon completion of the [program name] [degree level] program, students should be able to [insert bullet list]:

Curriculum Map: Insert the curriculum map that demonstrates how each required course aligns with and supports the Program Learning Outcomes. Clearly indicate where outcomes are *introduced*, *reinforced*, and *mastered* within the curriculum.

For each student learning outcome (SLO), indicate whether the SLO is being **introduced** ("I"=Introduced), **reinforced** ("R"=reinforced and opportunity to practice), or expected to be **mastered** ("M"=mastery at the exit level). Also indicate where the SLO will be **assessed** ("A" = evidence collected). For program-level outcomes, list all courses required to complete the program. For course-level outcomes, list all learning units (e.g. chapters, modules, labs) covered by the course.

Required Learning Experiences	SLO #1	SLO #2	SLO #3	SLO #4	SLO #5

Appendix C – Phase 2 Form

Initiator Name(s) and Title(s):

Academic Division:

Date:

Program Description

Proposed program name:

Major, Designation, or Emphasis area:

Program type: Certificate AA AS AES AAS BAS BS

Total number of credit hours required for the program:

Six-digit CIP code:

Anticipated start term:

Please write a program description suitable for inclusion in the College catalog:

Institutional Planning

Adjustments since Phase 1: If applicable, describe any changes or refinements made to the program proposal since Phase 1. Explain what prompted these adjustments.

Faculty Participation: Describe the role of faculty in the planning and development processes. Describe how the anticipated benefits and potential challenges of offering the program were discussed and addressed:

Anticipated Growth:

1. What future growth is anticipated (e.g., in the next six months, three years)
2. How does your department or the College plan to manage this growth?

Financial Sustainability: Is the program intended to be financially self-sustaining?

Yes No, please explain the financial assumptions (e.g., increases in fees or salaries; increase in enrollment; external sources of funding availability)

Three-Year Budget Projection: Provide a three-year budget projection for the proposed program, including anticipated revenues, expenditures, and any required institutional support. Use Appendix E.

Communication and Marketing Strategies: How does the department plan to communicate with prospective and enrolled students about this program? Outline the communication, outreach, and advertising strategy, including responsible departments.

Curriculum and Instructional Design

Curriculum Development: What informed the development of the curriculum for the program? Describe the key sources that shaped the curriculum design. This may include transfer-

institution requirements, professional or industry standards, faculty expertise, CTE advisory committee input, accreditation guidelines, or feedback from employers, students, or community partners.

For each SLO, indicate whether the SLO is being **introduced** ("I"=Introduced), **reinforced** ("R"=reinforced and opportunity to practice), or expected to be **mastered** ("M"=mastery at the exit level). Also indicate where the SLO will be **assessed** ("A" = evidence collected). For program-level outcomes, list all courses required to complete the program. For course-level outcomes, list all learning units (e.g. chapters, modules, labs) covered by the course.

Required Learning Experiences	SLO #1	SLO #2	SLO #3	SLO#4	SLO#5

Required Courses: List all the courses that comprise the program and identify if the program will include any new courses (i.e., courses not currently offered at PPSC including CO Online @ PPSC).

Course	Course Title	Credit Hours	New? (Yes/No)

Program Learning Outcomes: List the intended program learning outcomes. Each outcome should be specific, measurable, and aligned with the knowledge, skills, and competencies students are expected to achieve upon completion of the program.

Upon completion of the [program name] [degree level] program, students should be able to [insert bullet list]:

Curriculum Map: Insert the curriculum map that demonstrates how each required course aligns with and supports the Program Learning Outcomes. Clearly indicate where outcomes are *introduced*, *reinforced*, and *mastered* within the curriculum.

Curriculum Arc and Program Design: Explain how the overall structure and sequencing of the curriculum (the “curricular arc”) develops student understanding of key program concepts.

Describe how course progression ensures increasing levels of complexity, depth, and application.

Instructional Modalities: Describe how the department will ensure that the instructional modalities used to deliver the program (e.g., in-person, hybrid, online) are adequate and appropriate. Discuss faculty/instructor training, quality assurance processes, and any modality-specific support provided to students and instructors.

Student Support Services

What student support services will be offered for this program? Describe academic advising, tutoring, library, and other support services available to students.

Explain how the institution will ensure that these services are adequate and appropriate for the program's student population and delivery modalities.

Student Success

Describe the actions the department will take to monitor and improve student persistence, retention, and completion in the program. Include planned interventions, early-alert systems, advising practices, data-monitoring processes, and any targeted student success initiatives.

Identify any additional metrics that may be used to assess program effectiveness (e.g., transfer to four-year institutions, employment or licensure rates, employer satisfaction, graduate surveys). Explain how these measures will inform ongoing program improvement.

Specialized Accreditation

Does the department plan to seek specialized accreditation for this program?

No. Provide the rationale for not pursuing specialized accreditation:

Yes. Specify the name of the accrediting agency and outline the steps and anticipated timeline for completing the process:

Required Signatures

By signing below, each designated individual confirms that:

- They have reviewed the information provided in this form
- They have verified its accuracy to the best of their knowledge
- They have authorized the process to move forward.

Initiator:

Department Chair:

Associate Dean:

Executive Dean:

Vice President for Instructional Services:

Vice President for Administrative Services/Chief Financial Officer:

President:

Appendix D – New Program Approval Checklists

New Program Approval Checklist: AAS and CTE Certificates

Allow approximately 12 months for full approval

Step 1: Development

- Complete [EP 201](#) form
 - Identify the appropriate CIP code through the [National Center for Education Statistics](#).
 - Identify the appropriate **program title** by connecting to the [State Director](#) or referencing the [Active CCCS Programs list](#). *Note: changing a program name after the program is approved will require a teach-out of the current program and the creation of a new program. Choose the program title initially very carefully.*
-

Step 2: Confirm Requirements

- Review [EP 105](#)
 - Confirm program meets **CCCS credit hour requirements** (select appropriate program):
 - [SP 9-30a for Associate degrees](#)
 - [SP 9-30c for Certificates](#)
 - Confirm program meets [HLC requirements](#). **See section B: Teaching and Learning: Quality, Resources, and Support.**
-

Step 3: Collaborate with Key Stakeholders

- Assessment Leadership in Division – develop Program Learning Outcomes (PLOs) and Curriculum Maps
 - SFCC Representatives – ensure CCCS requirements align with the SFCC Style Guide
 - Advising – confirm program requirements and layout are clear to advisors/students
 - Accreditation Liaison Officer (ALO) – review for HLC requirements
 - Financial Aid – review credits needed for financial aid (optional)
 - Military and Veteran Programs (MVP) – review credits needed for financial aid (optional but highly suggested)
-

Step 4: Review Courses (PPSC Catalog & Common Course Numbering System (CCNS) Database)

- Check if required courses are in [PPSC catalog](#) – no action needed
- Check if courses are in [CCNS Database](#) but not in PPSC catalog – submit PPSC Curriculum Course Request Form to add courses to PPSC catalog
- If courses are **not in CCNS Database** – follow SFCC process:
 - Download appropriate course submission template from [CCCS Dean & Faculty Hub SharePoint](#)
 - Review [SFCC Style Guide](#)
 - Submit template to State Discipline Chair for distribution/evaluation

- Submit [PPSC Curriculum Course Request Form](#) with SFCC template to PPSC Curriculum Committee to add the course to the CCNS database
 - PPSC VPIS reviews all new course requests
 - PPSC VPIS submits approved course(s) to SFCC by the 5th of every month
 - PPSC Discipline Representative attends SFCC meeting to answer questions
 - Once SFCC approves, course is added to CCNS Database
 - Submit [PPSC Curriculum Course Request Form](#) to PPSC Curriculum Committee to add the course to the PPSC Catalog.
 - Course is added to PPSC Catalog
-

Step 5: Obtain PPSC Curriculum Committee Approval for New Program

- [Format program for the PPSC Catalog](#)
 - Submit [Curriculum Program Request Form](#) to PPSC Curriculum Committee
 - Attend Curriculum Committee meeting to answer questions/receive feedback
-

Step 6: Obtain HLC Approval

- Submit **HLC Screening Form** to the Accreditation Liaison Officer (ALO)
 - Do not move to Step 7** until HLC approval is obtained
-

Step 7: Obtain CCCS Approval

- Submit the program via the [CTE Gateway](#). To gain access to the site, contact the Assistant Director of Instructional Support for Perkins.
 - Gather necessary documents from [CTE in Colorado](#)
 - Curriculum** approved by PPSC Curriculum Committee
 - Current Advisory Committee Roster**
 - Advisory Committee Program of Work**
 - Program Quality Action Plan: Post-secondary Program Self-Evaluation**
 - Work Based Learning Documentation**
 - Employment Demand**
 - Program(s) of study**
 - Ensure all titles/names match** (do not change the title or name of program).
 - Certificate or Degree Title
 - Application Name
 - Transcript Name
 - Catalog Name
 - After submission, monitor site for communication from System Office. Additional information may be required prior to approval. Tip: **do not rely on email notifications**
 - Banner Code is generated and program is added to Admissions Application
-

Step 8: Obtain Department of Education Approval

PPSC Director of Financial Aid submits program to **Department of Education** for review/approval

Step 9: Notify Office of Student Accounts

Notify the Office of Student Accounts that the program has been created to initiate the Rate Table calculations.

Process is complete!

The program is fully approved when:

- Banner code is generated
- The program is added to the Admissions Application
- The program is Financial Aid approved

New Program Approval Checklist: AA, AS, and Non-CTE Certificates
Allow approximately 12 months for full approval

Step 1: Development

- Complete [EP 201 form](#)
 - Identify the appropriate CIP code through the [National Center for Education Statistics](#).
-

Step 2: Confirm Requirements

- Review [EP 105](#)
 - Confirm program meets **CCCS credit hour requirements** (select appropriate program):
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 - [SP 9-30c for Certificates](#)
 - Confirm program meets [HLC requirements](#). See section B: Teaching and Learning: Quality, Resources, and Support.
-

Step 3: Collaborate with Key Stakeholders

- Assessment Leadership in Division – develop Program Learning Outcomes (PLOs) and Curriculum Maps
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 - Advising – confirm program requirements and layout are clear to advisors/students
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Step 4: Review Courses (PPSC Catalog & CCNS Database)

- Check if required courses are in [PPSC catalog](#) – no action needed
- Check if courses are in [CCNS Database](#) but not in PPSC catalog – submit PPSC [Curriculum Course Request Form](#)
- If courses are **not in CCNS Database** – follow SFCC process:
 - Download appropriate course submission template from [CCCS Dean & Faculty Hub SharePoint](#)
 - Review [SFCC Style Guide](#)
 - Submit template to State Discipline Chair for distribution/evaluation
 - Submit [PPSC Curriculum Course Request Form](#) with SFCC template to PPSC Curriculum Committee to add the course to the CCNS database.
 - PPSC VPIS reviews all new course requests
 - PPSC VPIS submits approved course(s) to SFCC by the 5th of every month
 - PPSC Discipline Representative attends SFCC meeting to answer questions
 - Once SFCC approves, course is added to CCNS Database

- Submit PPSC [Curriculum Course Request Form](#) to PPSC Curriculum Committee to add the course to the PPSC Catalog.
 - Course is added to PPSC Catalog
-

Step 5: Obtain PPSC Curriculum Committee Approval for New Program

- [Format program for the PPSC Catalog](#)
 - Submit [Curriculum Program Request Form](#) to PPSC Curriculum Committee
 - Attend Curriculum Committee meeting to answer questions/receive feedback
-

Step 6: Obtain HLC Approval

- Submit [HLC Screening Form](#) to the Accreditation Liaison Officer (ALO)
 - Do not move to Step 7** until HLC approval is obtained
-

Step 7: Obtain CCCS Approval

- Complete [CCCS Program Approval Request Form](#) (responsible party TBD: Instructional Support, division, or department chair)
 - CCCS will generate a Banner Code
 - Program is added to the Admissions Application
-

Step 8: Obtain Department of Education Approval

- PPSC Director of Financial Aid submits program to **Department of Education** for review/approval
-

Step 9: Notify Office of Student Accounts

- Notify the Office of Student Accounts that the program has been created to initiate the Rate Table calculations.
-

Process is complete!

The program is fully approved when:

- Banner code is generated
- The program is added to the Admissions Application
- The program is Financial Aid approved

Appendix E – New Program Budget Template

	Year 1 FYXX	Year 2 FYXX	Year 3 FYXX	Comments
<i>Student Full Time Equivalents (SFTE) ¹</i>				
Revenues				
	\$	\$	\$	
Resident Tuition	-	-	-	
	\$	\$	\$	
Non-Resident Tuition ²	-	-	-	
	\$	\$	\$	
Online Tuition Differential	-	-	-	
Adjusted College Opportunity Fund (COF)/Fee For Service (FFS)	\$	\$	\$	
	-	-	-	
	\$	\$	\$	
Gaming	-	-	-	
	\$	\$	\$	
Fees: High Cost	-	-	-	
	\$	\$	\$	
Fees: Program	-	-	-	
	\$	\$	\$	
Grants	-	-	-	
	\$	\$	\$	
Miscellaneous Revenue	-	-	-	
	\$	\$	\$	
Estimated Total Revenues	-	-	-	
Expenses				
	\$	\$	\$	
Admin Salaries	-	-	-	
	\$	\$	\$	
Admin Benefits	-	-	-	
	\$	\$	\$	
Faculty Salaries	-	-	-	
	\$	\$	\$	
Faculty Benefits	-	-	-	
	\$	\$	\$	
Instructor Wages	-	-	-	
	\$	\$	\$	
Instructor Benefits	-	-	-	
	\$	\$	\$	
Classified Salaries	-	-	-	

	Year 1 FYXX	Year 2 FYXX	Year 3 FYXX	Comments
	\$	\$	\$	
Classified Benefits	-	-	-	
Hourly Wages (Curriculum Development)	\$	\$	\$	
	-	-	-	
Hourly Benefits	\$	\$	\$	
	-	-	-	
Operating	\$	\$	\$	
	-	-	-	
Travel	\$	\$	\$	
	-	-	-	
Capital	\$	\$	\$	
	-	-	-	
Grant Expenses	\$	\$	\$	
	-	-	-	
Estimated Total Expenses	\$	\$	\$	
	-	-	-	
Estimated Net Operating Income Direct Cost Only (DE)	\$	\$	\$	
	-	-	-	
Estimated Net Operating Income (DE & 50% Indirect Costs (IDC))	\$	\$	\$	
	-	-	-	










EP 201 Academic Program Initiation and Development 2.13.2026


Final Audit Report

2026-02-14


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