**GPCC Structural Overview**

The Graduate Policies and Curriculum Committee’s (GPCC) purpose as noted in the University Handbook Section 3.1.2 is that, “The GPCC receives graduate course and program proposals from colleges and departments and ensures their compliance with University policies and goals for graduate education. This committee also approves changes in post-baccalaureate curriculum, including the addition or deletion of courses, approval of new programs or concentrations, and changes in program requirements. The committee recommends or reviews changes in graduate policies and procedures, and monitors assessment of graduate programs. Its recommendations will be directed to the Dean of The Graduate College, the Provost/VPAA, and the President for their action, and to the Executive Committee of the Faculty Senate for its use in monitoring the activities of this committee. The committee also makes recommendations regarding the curriculum development and review process to the Faculty Senate. The council is assigned to the Faculty Senate and advisory to the Associate Vice President for Curriculum.”

All GPCC meetings, schedules, and minutes can be found on the on the Curriculum Committee’s Master Calendar on the homepage of the Curriculum, Instruction, and Assessment website and on the GPCC website.

<table>
<thead>
<tr>
<th><strong>GPCC Membership</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>Voting:</strong></td>
</tr>
<tr>
<td>Two members of the Graduate Faculty (Full or Provisional status) from each college housing a graduate program. No more than one member from the Graduate Faculty from a college may be a graduate program director or coordinator.</td>
</tr>
<tr>
<td><strong>Ex-officio (non-voting):</strong></td>
</tr>
<tr>
<td>All graduate program directors or coordinators</td>
</tr>
<tr>
<td>Associate and Assistant Deans of The Graduate College</td>
</tr>
<tr>
<td>Office of Graduate Admissions</td>
</tr>
<tr>
<td>One representative from the Curriculum Support Office</td>
</tr>
<tr>
<td>One representative from Accreditation and Policy</td>
</tr>
<tr>
<td>Director of Digital Learning Innovations</td>
</tr>
<tr>
<td>Assistant Vice President of Library Services or designee</td>
</tr>
<tr>
<td>Dean of Graduate College</td>
</tr>
<tr>
<td>Registrar or designee</td>
</tr>
<tr>
<td>One graduate student elected by the Graduate Student Association</td>
</tr>
</tbody>
</table>

**Deadlines and Effective Dates for Curricular Proposals**

In general, course proposals desiring to be implemented in the spring semester must be through the entire approval process necessary for that change by mid-October. Only course changes can currently be implemented mid-academic year. All changes to be implemented in the fall catalog must be approved through the entire curriculum review and approval process necessary for that change by mid-February. This ensures that all changes can be processed in time for registration. The draft catalog is published in mid-March and the final catalog on July 1.
The Types of Changes that go through the Curriculum Process

The following chart outlines the changes that must be reviewed and approved before they can be put into the catalog and implemented.

<table>
<thead>
<tr>
<th>Changes that must be Approved through KSU’s Curriculum Process</th>
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<tbody>
<tr>
<td>The following Program and Certificate Changes must be approved:</td>
</tr>
<tr>
<td>Adding or removing any course from a program</td>
</tr>
<tr>
<td>Any changes to a program’s name, catalog description, or admission requirements</td>
</tr>
<tr>
<td>Any adding, deleting, or modifying of a concentration or track</td>
</tr>
<tr>
<td>Changing the elective courses listed in the program</td>
</tr>
<tr>
<td>Changing the courses in related studies</td>
</tr>
<tr>
<td>Changing the program credit hour totals</td>
</tr>
<tr>
<td>The deactivation of any program</td>
</tr>
<tr>
<td>The termination of any program</td>
</tr>
</tbody>
</table>
The following Course Changes must be approved:

The creation of any new course
The discontinuation of any course
The following changes to an existing course, including:
  - Changing the course number
  - Changing the course prefix
  - Changing the course name
  - Changing any prerequisites/concurrent prerequisites/corequisites
  - Changing the credit hours/lecture hours/lab hours of a course
  - Changing the course description
  - Changing the type of course delivery
  - Changing the repeatability of a course

Additional types of changes that need approval:

- New Degree Programs
- Dual Degree Programs
- New Certificate Programs

Some changes may need to go through Kennesaw State University’s curriculum process and then external review by the University System of Georgia (USG) and/or the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), KSU’s institutional accreditor.

Where to Find Curriculum Proposals

Kennesaw State University uses an online curriculum management system called Curriculog for the management of curriculum proposals. Curriculog is designed for faculty and administrators who are involved in adding, modifying, terminating, or deactivating curriculum proposals for courses, minors, certificates, and degree programs. Login to Curriculog using your KSU ID (without @kennesaw.edu) and KSU password.

<table>
<thead>
<tr>
<th>Functions of Curriculog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculog provides the correct routing for curriculum proposals</td>
</tr>
<tr>
<td>Curriculog ensures that all required fields for course and program proposals are completed</td>
</tr>
<tr>
<td>Curriculog provides a repository for curriculum changes</td>
</tr>
<tr>
<td>Curriculog allows for curriculum agendas and committee voting online</td>
</tr>
</tbody>
</table>

Reviewing Curriculum

The list below outlines the what GPCC members should be considering for Program and Certificate Proposals as well as Course Proposals.
A complete guide of “Who Reviews What for Programs” and “Who Reviews What for Courses” can be found on the [Curriculum, Instruction, and Assessment website](https://example.com/curriculum).
A Brief Overview of Graduate Curriculum
This section offers a general overview of the essential parts of the curriculum you will review as a GPCC member. For more on the polices and guidelines for curriculum, and a more in-depth review than this packet offers on curriculum development and evaluation, consult the Curriculum Guide.

Who Regulates Curriculum?
There are a variety of policies and regulations that regulate curriculum at Kennesaw State University as well as by the University System of Georgia Board of Regents and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), our institutional accreditor. KSU can interpret and build on USG rules, but cannot contradict or violate them. As an institution within the University System of Georgia, Kennesaw State University’s graduate programs are required to adhere to the requirements set forth in the USG’s Academic & Student Affairs Handbook.

Master’s Degree
Master’s degrees are conferred upon the completion of a formal program of study between 30 and 36 credit hours beyond the bachelor’s degree level. A master’s degree may not exceed 36 hours unless approved by the University System of Georgia. At Kennesaw State University, master level graduate courses are numbered 5000-7999.

Educational Specialist Degree
Educational Specialist degrees are conferred after the student completes between 27 to 36 hours at the post-master’s degree level. This is a self-contained degree program for education students.

Doctoral Degrees
Doctor of Education degrees are conferred upon the completion of a practice-based program of study focused on educational research.

Doctoral Degrees are conferred upon the completion of a formal course of study consisting of at least 60 graduate semester credit hours beyond the master’s level. Some doctorate programs have additional requirements, such as a dissertation and/or a foreign language competency.

Certificates
The Board of Regents of the University System of Georgia Academic & Student Affairs Handbook note the following Certificate Guidelines requirements:

- Certificates proposed and offered by an institution should be consistent with the mission of the institution.
- Certificates shall be consistent with degree programs offered by the institution.
- The institution offering the certificate will maintain enrollment and completion data as part of the student’s record.
- Certificates should be greater than 9 hours, but no more than 59 semester-credit hours.
- Certificates that require students meet the admission requirements of the institution and that the courses offered will not exceed the level of courses offered by the institution (e.g., a two-year institution may not award a graduate certificate).
Post-Baccalaureate Certificates Types

<table>
<thead>
<tr>
<th>Certificate Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>Post-Baccalaureate Certificate</td>
<td>a certificate beyond the bachelor’s degree that does not meet the requirements for a master’s degree. The degree acronym is CERG.</td>
</tr>
<tr>
<td>Post-Master’s Certificate</td>
<td>a certificate beyond the master’s degree that does not meet the requirements for a doctoral degree. The degree acronym is CERM.</td>
</tr>
<tr>
<td>Post-First Professional Certificate</td>
<td>a certificate beyond the first professional degree. The degree acronym is CERP.</td>
</tr>
</tbody>
</table>

In addition to the level, certificates can be either Stand-Alone or Embedded as defined in the chart below.

Stand-Alone Certificate Programs

A student may apply courses completed for the stand-alone certificate toward a degree program if the student meets any applicable policies and admission standards for the degree program.

Students admitted to a degree program may apply courses completed for that degree program toward a stand-alone certificate, if the student meets any applicable policies and admission standards for the stand-alone certificate.

The Office of the Registrar will issue the stand-alone certificate after it has been applied for and the student has completed the requirements.

Stand Alone Certificates are included on the [Degrees and Majors Authorized (DMA) list for Kennesaw State University](#).

Embedded Certificate Programs

Embedded certificates are those certificates that are only awarded to a student upon completion of a degree and are a self-contained set of courses embedded in a major or stand-alone degree. Embedded certificates are not listed separately on the authorized Degrees and Majors inventory list.

A student must declare that they are completing an Embedded Certificate by completing the “Embedded Certificate Declaration Form” with the Office of the Registrar. Once the student has declared the Embedded Certificate, it will be issued upon completion of the degree requirements, which include the requirements for the embedded certificate. The embedded certificate fee will then be charged to the student’s account.

SACSCOC Accreditation

Kennesaw State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges. There are several standards that relate to graduate curriculum.

<table>
<thead>
<tr>
<th>Standard 9.1</th>
<th>Educational programs (a) embody a coherent course of study, (b) are compatible with the stated mission and goals, and (c) are based upon fields of study appropriate to higher education.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard 9.2</td>
<td>The institution offers one or more degree programs based on at least 60 semester credit hours or the equivalent at the associate level; at least 120 semester credit hours or the equivalent at the baccalaureate level; or at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level. The institution provides an explanation of equivalencies when using</td>
</tr>
</tbody>
</table>
units other than semester credit hours. The institution provides an appropriate justification for all
degree programs and combined degree programs that include fewer than the required number of
semester credit hours or its equivalent unit.

**Standard 9.6a and 9.6b**

Post-baccalaureate professional degree programs and graduate degree programs are progressively
more advanced in academic content than undergraduate programs and are structured (a) to include
knowledge of the literature of the discipline and (b) to ensure engagement in research and/or
appropriate professional practice and training. (Post-baccalaureate rigor and curriculum)

**Standard 9.7**

The institution publishes requirements for its undergraduate, graduate, and post-baccalaureate
professional programs, as applicable. The requirements conform to commonly accepted standards
and practices for degree programs.

**Standard 14.2**

This standard relates to Substantive which may include curriculum as well as other changes. This
requires “The institution has a policy and procedure to ensure that all substantive changes are
reported in accordance with SACSCOC policy.”

Source: Source: [Southern Association of Colleges and Schools Commission on Colleges Resource Manual](https://www.sacscoc.org)

**Abbreviations**

EPCC- Educator Preparation Curriculum Committee
BCOE- Bagwell College of Education
GPCC- Graduate Policies and Curriculum Committee
UPCC- Undergraduate Policies and Curriculum Committee
GEC- General Education Council
BOR- Board of Regents at the University System of Georgia
SACSCOC- Southern Association of Colleges and Schools Commission on Colleges, KSU’s institutional accreditor

**Useful Resources and Links**

Curriculum Guide
Curriculog training videos in OwlTrain
Credit Hour Distribution Examples
Curriculog login for Kennesaw State University
Curriculum Resources website
Current premium priced programs at Kennesaw State University
Degrees and Majors Authorized (DMA) list for Kennesaw State University
Kennesaw State University Catalog
Kennesaw State University R2 roadmap
Kennesaw State University 2018-2023 Strategic Plan
Kennesaw State University Mission and Vision Statement
GPCC website
University System of Georgia Board of Regents Academic & Student Affairs Handbook
University System of Georgia Board of Regent Certificate Guidelines Section