



KENNESAW STATE
UNIVERSITY

UPCC Member Resource Guide

2020-2021

UPCC Structural Overview

The Undergraduate Policies and Curriculum Committee (UPCC) purpose as in the [University Handbook Section 3.1.2](#) is that “This committee evaluates proposed changes to the undergraduate curriculum for consistency with university policies and goals and forwards approved proposals to the Provost. This body provides periodic reports of its actions to the Faculty Senate Executive Committee. As needed, this body makes policy recommendations to the Faculty Senate regarding the undergraduate curriculum development and review process.”

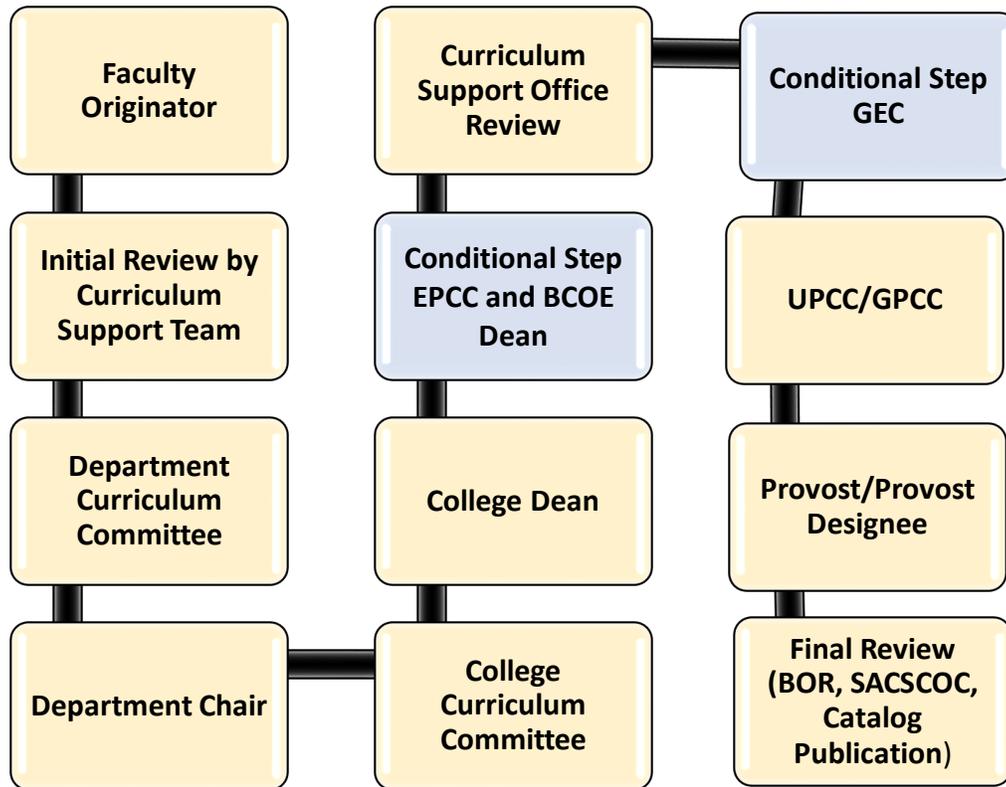
All UPCC meetings will occur on the 4th Thursday of the month from 12:30 - 2:00 p.m. during the academic year. A current schedule can be found on the Curriculum Committee’s Master Calendar on the homepage of the [Curriculum, Instruction, and Assessment website](#) and on the [UPCC website](#).

| UPCC Membership |
|--|
| <ul style="list-style-type: none">- Two elected faculty members from each degree-granting college- One from Honors College- One elected from the General Education Council- Associate Vice President for Curriculum- Office of Curriculum Support- One representative from Accreditation and Policy- One librarian- Registrar- Director of Distance Learning Innovations- Two undergraduate students appointed by the President of Student Government Association in consultation with the Vice President for Student Affairs |

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.

Visualization of the Current Curriculum Process at KSU



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.

| Changes that must be Approved though KSU's Curriculum Process |
|---|
| The following Program Changes must be approved: |
| Adding or removing any course from a program Any changes to a program's name, catalog description, or admission requirements For undergraduate programs, changes to Area F requirements Any adding, deleting, or modifying of a concentration or track Changing the elective courses listed in the program Changing the courses in related studies Changing the program credit hour totals The deactivation of any program The termination of any program |
| 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

The following Minor or Certificate Changes must be approved:

Creating a new minor or certificate

Deactivating a minor or certificate

Changes to an existing minor or certificate, including:

- Changing the name of the minor or certificate
- Changing any required courses or changes to a list of elective courses
- Changing the description of the minor or certificate
- Changing the credit hours of the minor or certificate

Additional types of changes that need approval:

New Dual Degree Programs

New Degree 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.

Functions of Curriculog

Curriculog provides the correct routing for curriculum proposals

Curriculog ensures that all required fields for course and program proposals are completed

Curriculog provides a repository for curriculum changes

Curriculog allows for curriculum agendas and committee voting online

Reviewing Curriculum

The list below outlines the what UPCC members should be considering for Program, Minor, and Certificate Proposals as well as Course Proposals.



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**UPCC Curriculum Approval
Guidelines**

**Items that will be reviewed at the
Undergraduate Policies and Curriculum
Committee step of the Curriculum Cycle.**

| Program, Minor, and Certificate Proposals: | |
|---|---|
| <input type="checkbox"/> | UPCC ensures a lack of conflict with other programs. |
| <input type="checkbox"/> | UPCC ensures that the proposed changes do not overlap with existing programs. |
| <input type="checkbox"/> | UPCC reviews the rationale for the proposed changes and ensures that it is comprehensive and that the impact of the proposed changes have been fully considered. |
| <input type="checkbox"/> | UPCC reviews any proposed changes to the program's admission policies to ensure that the impact of the proposed changes have been fully considered (if applicable). |
| <input type="checkbox"/> | UPCC ensures that any deviations from USG Area F are justified and coherent. |
| <input type="checkbox"/> | UPCC ensures that the changes proposed are in alignment across campus. |
| <input type="checkbox"/> | UPCC ensures the proposed changes contribute to KSU's strategic plan and mission. |
| <input type="checkbox"/> | UPCC finds the program's identified career paths for students compelling and complete. |
| <input type="checkbox"/> | UPCC ensures that the changes proposed follow all policies and requirements. |
| Course Proposals: | |
| <input type="checkbox"/> | UPCC ensures that the proposed course changes do not duplicate other course or program offerings. |
| <input type="checkbox"/> | UPCC ensures a lack of conflict with other courses and programs. |
| <input type="checkbox"/> | UPCC reviews the proposed justification and considers the impact of discontinuing the course (if applicable). |
| <input type="checkbox"/> | UPCC reviews the proposed course requirements to determine whether the proposed course classification is consistent across campus. |
| <input type="checkbox"/> | UPCC evaluates the proposed course to ensure that the content reflects the course level. |
| <input type="checkbox"/> | UPCC ensures that the prefix and course number do not duplicate or overlap with existing courses across campus. |
| <input type="checkbox"/> | UPCC ensures that the credit hours assigned for the proposed coursework are in alignment across campus. |
| <input type="checkbox"/> | UPCC reviews the proposed prerequisites/concurrent prerequisites/ corequisites to ensure that they are reasonable and justified. |
| <input type="checkbox"/> | UPCC reviews how often the course will be offered and ensures that the offering is in alignment with the rest of the proposal. |
| <input type="checkbox"/> | UPCC uses the syllabus to determine that the course is at the appropriate level, credit hours, and credit hour ratio. |
| <input type="checkbox"/> | UPCC ensures that the justification for a new course or changes to an existing course are reasonable and functional. |
| <input type="checkbox"/> | UPCC ensures that the changes proposed follow all policies and requirements. |

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](#).

A Brief Overview of Undergraduate Curriculum

This section offers a general overview of the essential parts of the curriculum you will review as a UPCC member. For more on the policies and guidelines for curriculum, and a more in-depth review than this packet offers on curriculum development and evaluation, consult the Curriculum Guide [on the Curriculum, Instruction and Assessment website](#).

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’ undergraduate programs are required to adhere to the requirements set forth in the USG’s [Academic & Student Affairs Handbook](#).

Bachelor's Degrees

Bachelor's Degrees are conferred by Kennesaw State University at the completion of a formal course of study consisting of at least 120 undergraduate semester credit hours. The curriculum structure of the bachelor's degree at Kennesaw State University is:

| Curriculum Requirements | Credit Hours |
|--|---------------------|
| General Education Core Curriculum (Areas A-E) | 42 |
| Area F | 18 |
| Program Hours | 60 |
| Total | 120* |

*Exceptions to the maximum degree length requirements have been made with the approval of the Board of Regents for specific majors. A list of programs currently approved for total credit hour exceptions is [available online](#).

| A Baccalaureate Degree Program Requirements |
|---|
| Students take at least 21 semester hours of upper-division courses in the major field. |
| Students take at least 39 semester hours of upper-division work overall. |
| Students meet the State Legislative Requirements. Undergraduate students cannot graduate or receive a degree without successfully completing course work or passing a satisfactory examination on the history of the United States and the history of Georgia and the provisions and principles of the United States and the Constitution of Georgia. HIST 2112 or HIST 2111 with a grade of "D" or better satisfies legislative requirements for US & GA History provided an emphasis in US and GA |

content is evident; POLS 1101 with a grade of "D" or better satisfied US & GA Constitution provided an emphasis in US and GA government content is evident. An exemption exam is required for students with transfer credit that do not meet the aforementioned standards.

Parts of an Undergraduate Program

There are two parts of an undergraduate program that are mandatory for any USG institution: Area F and a major field.

Required Components of a Major

Area F: Per the University System of Georgia Academic & Student Affairs Handbook, [Section 2.4.4](#), Area F must be precisely 18 hours and be composed exclusively of 1000/2000-level courses. These courses may be prerequisites for other Area F courses and/or for major courses at higher levels. Certain programs have [Area F curriculum guidelines](#), which are set by the Regents Advisory Council for that discipline and required across the University System of Georgia.

Major Field Requirements: The University System of Georgia Academic & Student Affairs Handbook, [Section 2.3.1](#) requires that a baccalaureate degree program must require at least 21 semester hours of upper-division courses in the major field and at least 39 semester hours of upper-division work overall. The major field should be coursework required of all students in the major. The program requirements should be clearly defined and separate from concentration credits. Major field course requirements may include choices between courses or groups of courses.

There are other aspects of a major that may be included. If these elective components are included, they must follow the requirements noted in the chart below.

Elective Components of a Major

Concentrations: A concentration appears on a student's transcript. The concentration should be an examination of a field in more depth than the student's major field. A concentration should not have more credit hours than a major field. All concentrations must share the same major field.

Track: A track, or other named subset of courses in a program, does not appear on a student's transcript. A track does not count toward the major field requirements unless all students take the same track or subset of courses. All tracks must share the same major field.

Related Studies: Related Studies incorporates content the program has designated as related to the major field. In order to identify related studies, programs need to identify the course levels and prefixes appropriate to fulfill this requirement. Related Studies can be a list of courses, a list of prefixes and/ or levels, but the requirements need to be defined so that they can be encoded into the program of study and be eligible for federal financial aid.

Program Elective Options Explained

Upper Level, Lower Level, or Program Electives can be a list of courses, a list of prefixes and/ or levels. Electives need to be defined so that they can be encoded into the program of study and be eligible for federal financial aid. A program can have more than one elective option in a program. Program electives may carry such titles as "Math Electives," "Technical Electives," "English Electives," and "Guided Electives."

Free Electives must be truly free and include any course at any level in the catalog. Programs cannot require that certain classes will fall into free or other elective options. It is important to be aware that students may already enter a program of study with free elective choices already fulfilled.

Minor requirements

The University System of Georgia Academic & Student Affairs Handbook [Section 2.3.1](#) requires that a minor must contain 15 to 18 semester hours of coursework with at least 9 hours of upper-division coursework. Courses taken to satisfy Core Areas A through E may not be counted as coursework in the minor. Area F courses may be counted as coursework in the minor.

Kennesaw State University lists the [minor requirements in the catalog](#). They are also listed in the chart below.

| Minor Requirements: |
|--|
| A minor program is a prescribed area of academic study consisting of 15-18 semester hours. |
| At least nine of the required hours must be at the upper-division level, i.e. courses numbered 3000 or above. |
| At least six credit hours of the upper-division credit hours must be earned in residence at KSU. |
| The prescribed courses for a minor may be taken from one or more academic disciplines. Courses taken in Core Area F may be counted as coursework in the minor. |
| Courses taken to satisfy the General Education Core Curriculum Areas A through E may NOT be counted as coursework in the minor. |
| Students must earn a grade of at least "C" in all course work applicable to a formal minor. |
| When a student's major and minor require the same courses, there is no limit on duplicative credit. 100% sharing between the major and minor is permitted. A course may satisfy the requirements of a major, a first minor and a second minor. |

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).

| USG Certificate Types |
|---|
| Pre-Baccalaureate (Undergraduate) Certificates |
| Fewer than 30 semester credit hours (less than one year). The degree acronym is CERO. |

From 30 to 59 semester credit hours (at least one year, but less than two). The degree acronym is CER1.

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. |

UPCC and SACSCOC Accreditation

Kennesaw State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges. There are several standards that relates to curriculum. Standards 9.1; 9.2; 9.4; 9.7 relate in the following ways:

| Standards Related to SACSCOC Accreditation: |
|---|
| Standard 9.1 |
| 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. |
| Standard 9.2 |
| 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 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 9.4 |
| At least 25 percent of the credit hours required for an undergraduate degree are earned through instruction offered by the institution awarding the degree. |
| 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: [Southern Association of Colleges and Schools Commission on Colleges Resource Manual](#)

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](#)
[Degrees and Majors Authorized \(DMA\) list for Kennesaw State University](#)
[Kennesaw State University Catalog](#)
[Kennesaw State University Minor Requirements](#)
[Kennesaw State University R2 roadmap](#)
[Kennesaw State University 2018-2023 Strategic Plan](#)
[Kennesaw State University Handbook Section on the Curriculum Review Process](#)
[Kennesaw State University Handbook Section on Standing University Committees](#)
[Kennesaw State University Mission and Vision Statement](#)
[UPCC website](#)
[University System of Georgia Board of Regents Area F Curriculum Guideline Section](#)
[University System of Georgia Board of Regents Major and Minor Requirements Section](#)
[University System of Georgia Board of Regent Certificate Guidelines Section](#)
[University System of Georgia Board of Regents Required Common Course Prefixes, Numbers](#)