UPCC MEMBER RESOURCE GUIDE

2022-2023

Why Curriculum Matters

Curriculum is at the heart of what we do at Kennesaw State University, involving the design, development, and evaluation of the academic degree programs for our students. The primary responsibility for the content and quality of curriculum resides with the faculty whose various levels of review help create, evaluate, and enrich our curriculum, increasing learning opportunities for students and enhancing the mission of Kennesaw State University.
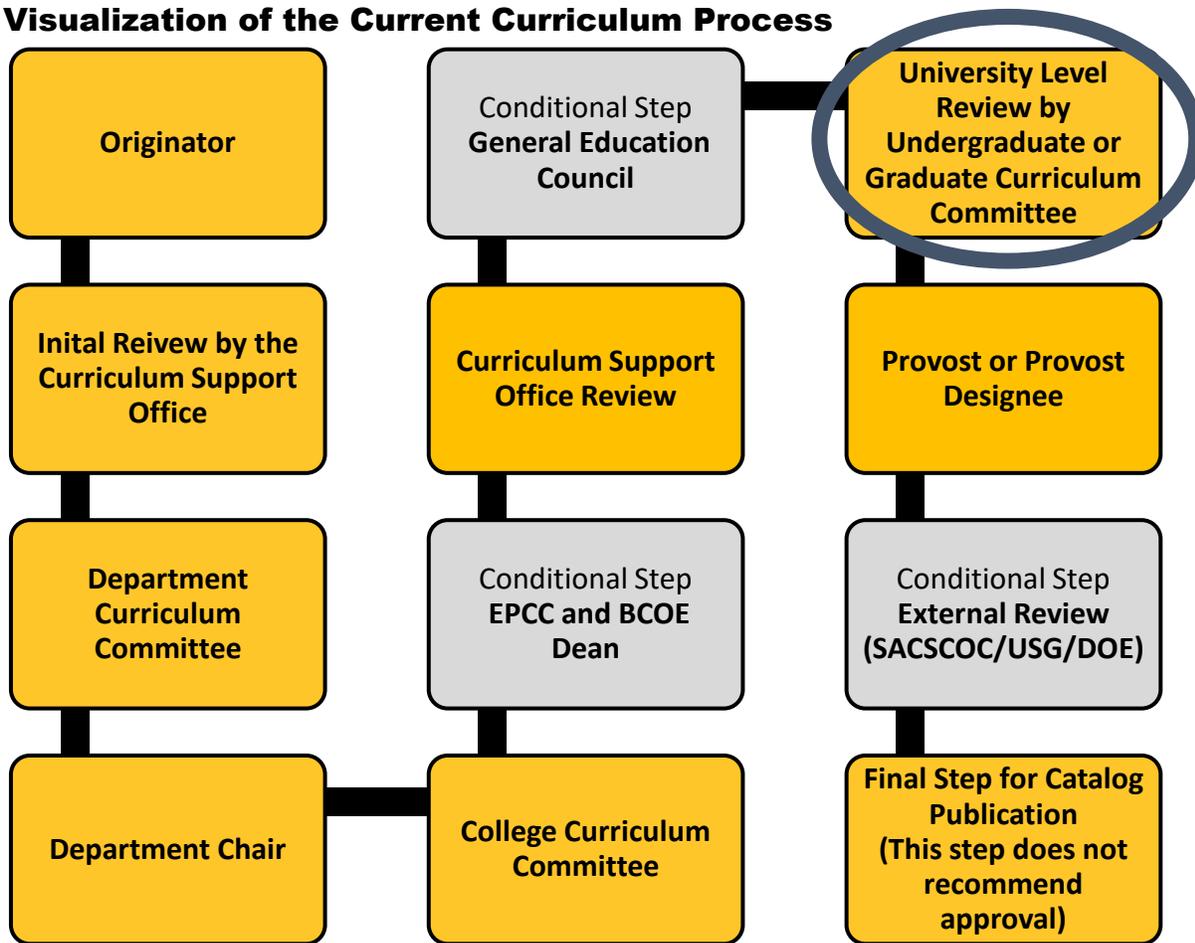
UPCC Structural Overview

University Committee	Purpose as noted in the University Handbook Section 3.1.2	Website
Undergraduate Policies and Curriculum Committee (UPCC)	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.	UPCC website

UPCC Meetings

All UPCC general committee 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

1. Voting
    a. Two elected faculty members from each degree-granting college
    b. One from Honors College
    c. One elected from the General Education Council
    d. Two undergraduate students appointed by the President of Student Government Association in consultation with the Vice President for Student Affairs
2. Ex-Officio (Non-Voting)
    a. Associate Vice President for Curriculum
    b. Office of Curriculum Support
    c. One representative from Accreditation and Policy
    d. One librarian
    e. Registrar
    f. Director of Digital Learning Innovations

Visualization of the Current Curriculum Process

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Originator          Conditional Step         University Level
                    General Education         Review by
                    Council                   Undergraduate or
                                              Graduate Curriculum
                                              Committee

Inital Reivew by the    Curriculum Support    Provost or Provost
Curriculum Support      Office Review         Designee
Office

Department              Conditional Step      Conditional Step
Curriculum              EPCC and BCOE         External Review
Committee               Dean                  (SACSCOC/USG/DOE)

Department Chair        College Curriculum    Final Step for Catalog
                        Committee             Publication
                                              (This step does not
                                              recommend
                                              approval)
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Understanding the Curriculum Process

To ensure curriculum quality and integrity there are multiple stages of review that must occur. All curriculum, new and changed, must go through Kennesaw State University's review process, and certain items must also go through additional levels of review and approval.

Deadlines and Effective Dates for Curricular Proposals

Fall 2023 Catalog Deadline: December 31, 2022
All proposals must be approved through the provost level of review by 12/31/2022.

The draft catalog is published in mid- March and the final catalog on July 1.

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 with @kennesaw.edu and KSU password.

Purpose and Function of Curriculog

The curriculum management process is entirely online, including the completion of the curriculum proposals, the curriculum meetings (if desired) and agendas, and the review and approval by electronic signature of the curriculum committees and administrators.

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 what UPCC members should be reviewing within Program, Minor, Certificate, and Course Proposals.

	Program, Minor, and Certificate Proposals:
☐	UPCC ensures a lack of conflict with other programs.
☐	UPCC ensures that the proposed changes do not overlap with existing programs.
☐	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.
☐	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).
☐	UPCC ensures that any deviations from USG Area F are justified and coherent.
☐	UPCC ensures that the changes proposed are in alignment across campus.
☐	UPCC ensures the proposed changes contribute to KSU's strategic plan and mission.
☐	UPCC finds the program's identified career paths for students compelling and complete.
☐	UPCC ensures that the changes proposed follow all policies and requirements.
	Course Proposals:
☐	UPCC ensures that the proposed course changes do not duplicate other course or program offerings.
☐	UPCC ensures a lack of conflict with other courses and programs.
☐	UPCC reviews the proposed justification and considers the impact of discontinuing the course (if applicable).
☐	UPCC reviews the proposed course requirements to determine whether the proposed course classification is consistent across campus.
☐	UPCC evaluates the proposed course to ensure that the content reflects the course level.
☐	UPCC ensures that the prefix and course number do not duplicate or overlap with existing courses across campus.

☐	UPCC ensures that the credit hours assigned for the proposed coursework are in alignment across campus.
☐	UPCC reviews the proposed prerequisites/concurrent prerequisites/ corequisites to ensure that they are reasonable and justified.
☐	UPCC reviews how often the course will be offered and ensures that the offering is in alignment with the rest of the proposal.
☐	UPCC uses the syllabus to determine that the course is at the appropriate level, credit hours, and credit hour ratio.
☐	UPCC ensures that the justification for a new course or changes to an existing course are reasonable and functional.
☐	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.

Who Regulates KSU's Curriculum?

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

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 a more in-depth review than this packet offers on curriculum, consult the Curriculum Guide on the Curriculum, Instruction, and Assessment website.

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 of a Baccalaureate Degree	Credit Hours
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 Baccalaureate Degree Program Requires:
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.

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 include 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. 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 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 of courses. All tracks must share the same major field. Unlike a concentration, tracks are often parallel choices, not an in-depth study. For example, a program may have two tracks for student, a thesis option track, or a project option track.
Related Studies: Related Studies incorporates content the program has designated as related to the major field. In order to categorize related studies, programs need to identify the course levels and prefixes appropriate to fulfill this requirement. Related Studies can be a list of courses or 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.

Elective Components of a Major
Program Elective Options Explained
Division 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.
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 enter a program of study with free elective choices already fulfilled. Once a course is placed into free electives in a student's program of study, it cannot be removed.

Secondary Undergraduate Academic Program Choices

Minor: A minor is a secondary academic discipline in addition to a major and cannot be earned without a corresponding degree.

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.
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 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.

Concentration: Majors may have concentrations (required or optional), which are an approved set of courses that upon completion indicate an in-depth knowledge of an area of the major. Concentrations are recognized on a student's transcript. Concentration coursework must exist outside of the 21 required upper-division major field hours.

Track: A track is a subset of courses in a program, and it does not appear on a student's transcript. Tracks cannot be larger than the program's major field. All tracks must share the 21 required upper-division major field hours.

Embedded Certificate: Embedded certificates are only awarded to a student upon completion of a degree and are a self-contained set of courses embedded in a program of study. Students admitted to a degree program may be awarded an embedded certificate based on completion of the required certificate courses in the program provided they also apply for the certificate.

Stand Alone 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 9 hours or more, but no more than 59 semester-credit hours.
- Certificates require that 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).

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.

SACSCOC Accreditation

Kennesaw State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). There are several standards that relates to curriculum.

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](#)
[UPCC website](#)
[Master Curriculum Calendar](#)
[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](#)
[Kennesaw State University Handbook Section on Curriculum Review and Approval Process](#)
[Syllabi Policy Webpage](#)
[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](#)[https://www.sacscoc.org/pdf/2018 POA Resource Manual.pdf](https://www.sacscoc.org/pdf/2018%20POA%20Resource%20Manual.pdf)