**This form must be uploaded into Curriculog as part of the curriculum proposal/change process.**

**Date:** **Program Name:**

**College:** **Department: Submitted by:**

**Proposal for:**  New program  Changes to an existing program

*Step 1: If you are submitting a new program proposal or if you are making changes to an existing program that will impact your current assessment plan, use the appropriate Assessment Plan Template on the Assessment website (*[*www.cia.kennesaw.edu/assessment/*](http://www.cia.kennesaw.edu/assessment/)*) to develop your assessment plan. Contact the Assessment Office (assessment@kennesaw.edu) to discuss your assessment plan for the new or modified program.*

*Step 2: For new programs, please provide a brief summary of the assessment plan (method of assessment (direct/indirect) and the assessment cycle for each program student learning outcome). For changes to existing programs, please explain how the assessment process will be modified to align with the proposed curriculum changes. If no changes are needed, briefly explain how/why the curriculum change will not impact the assessment plan.*

*Step 3: Obtain the approval signature of either the Executive Director of Academic Assessment* ***or*** *your college Associate Dean for Assessment by following the instructions below.*

1. ***New programs****:* *Send a copy of this completed assessment plan approval form and a copy of your assessment plan to the Executive Director of Academic Assessment (*[*assessment@kennesaw.edu*](mailto:assessment@kennesaw.edu)*)****.***
2. ***Existing non-accredited programs****: If there are changes to your assessment plan, send a copy of this completed assessment plan approval form, a copy of your curriculum map that shows your curriculum changes, and a copy of your new assessment plan to the Executive Director of Academic Assessment (*[*assessment@kennesaw.edu*](mailto:assessment@kennesaw.edu)*). If there are no changes to your assessment plan, send a copy of this completed assessment plan approval form, a copy of your curriculum map that shows your curriculum changes, and a copy of your most recent assessment report to the Executive Director of Academic Assessment (*[*assessment@kennesaw.edu*](mailto:assessment@kennesaw.edu)*).*
3. ***Existing accredited programs****: Check with your college Associate Dean for Assessment to see if any attachments are needed and to determine the best way to obtain his/her signature.*

**This program is not accredited. The Assessment Plan and summary have been reviewed and approved by the Assessment Office Reviewer:**

Print name: Signature: Date:

**This program is accredited. The self-study serves as documentation of continuous improvement. The Assessment Plan summary (above) has been reviewed and approved by the College Associate Dean for Assessment or Assessment Coordinator:**

Print name: Signature: Date:

*Step 4: Upload the signed form into Curriculog.*