This checklist contains all required questions for the Change to an Existing Graduate Program proposal in Curriculog along with resources to assist you in determining answers.

<table>
<thead>
<tr>
<th>Proposal Questions:</th>
<th>Explanation:</th>
<th>Resources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ☐ Proposed Changes:</td>
<td>Choices include: Program Name, Catalog Description, Major/Degree Admission Requirements, Program Requirements, Concentration or Track (addition or modification) Electives, Program Credit Hour Total. You can do one or more of these changes in a single proposal.</td>
<td>Direct all questions concerning this and other forms to <a href="mailto:curriculog@kennesaw.edu">curriculog@kennesaw.edu</a></td>
</tr>
<tr>
<td>2. ☐ Impact of Changes:</td>
<td>This question is asking if you have conferred with other departments that may be affected by these changes. If this is checked then documentation of those discussions must be attached. If the changes do not impact other departments, then you can check that choice.</td>
<td></td>
</tr>
<tr>
<td>3. ☐ Program name:</td>
<td>This needs to be your Program Name and Degree level as it appears in the catalog and the Degrees and Majors Authorized list.</td>
<td>This is the link for the DMA for KSU.</td>
</tr>
<tr>
<td>4. ☐ Certificate Acronym: (if certificate).</td>
<td>Choices are CERG, CERM, or CERP.</td>
<td>Post-Baccalaureate (Graduate) Certificates, the acronym is CERG. For Post-Master’s Certificate, the acronym is CERM. For Post-First Professional Certificate, acronym is CERP. The full list of University System of Georgia identified types of certificates.</td>
</tr>
<tr>
<td>Proposal Questions:</td>
<td>Explanation:</td>
<td>Resources:</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>5. ☐ Is this a premium priced program? Are you requesting a new fee, a modification to fees, or special tuition for this program?</td>
<td>Graduate fees reflect universal fees and tuition only. However, selected departments may assess additional program or laboratory charges depending on the major.</td>
<td>There is a list of the <a href="#">current premium priced programs at KSU</a>.</td>
</tr>
<tr>
<td>6. ☐ CIP Code:</td>
<td>This code will be entered by the Curriculum Support Office.</td>
<td></td>
</tr>
<tr>
<td>7. ☐ Department of Ownership:</td>
<td>This department will be responsible for the program. This answer will also route the proposal to the correct department and college curriculum committees. Selecting undergraduate or graduate department is important to route the proposal to the correct committee.</td>
<td></td>
</tr>
<tr>
<td>8. ☐ Departmental Contact:</td>
<td>This should be the faculty originator who is putting the proposal into Curriculog. This is who will receive emails and updates about the proposal and who will be expected to attend curriculum meetings as a representative. There can be more than one person as a contact.</td>
<td></td>
</tr>
<tr>
<td>9. ☐ Is this a teacher education proposal originating from outside the Bagwell College of Education? Yes/No.</td>
<td>If a program is being proposed by an education program not residing in the Bagwell College of Education, it will need to be reviewed by the Bagwell Education Curriculum Committee (EPCC) and Education Dean for approval. This answer assists in creating the correct routing for the proposal.</td>
<td></td>
</tr>
<tr>
<td>10. ☐ Implementation Term/Year:</td>
<td>Implementation requires consideration of the curriculum cycle and process. In order to be implemented, a proposal must be completely approved all levels of the curriculum process and through the BOR, if necessary, before the catalog deadline.</td>
<td>The deadlines are on the Master Curriculum calendar located on homepage of the <a href="#">Curriculum, Instruction, and Assessment website</a>.</td>
</tr>
<tr>
<td>11. ☐ Type of Existing Approved Delivery:</td>
<td>The choices are: -Marietta or Kennesaw Campus: Face-to-Face -Off-Campus Instructional Site: Face-to-Face -Fully at a distance: online -Hybrid</td>
<td>To request assistance contact a Curriculog System Administrator by email at <a href="mailto:curriculog@kennesaw.edu">curriculog@kennesaw.edu</a> or by phone (470) 578-6023.</td>
</tr>
<tr>
<td>Proposal Questions:</td>
<td>Explanation:</td>
<td>Resources:</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td>If you are unsure of the previous methods of delivery approved, contact the Curriculum Support Office and they can find this information for you. Programs that have not been modified since 2014 will likely need to have the paper records checked.</td>
<td>To request assistance contact a Curriculog System Administrator by email at <a href="mailto:curriculog@kennesaw.edu">curriculog@kennesaw.edu</a> or by phone (470) 578-6023.</td>
</tr>
<tr>
<td>12. □ Request for additional type of delivery:</td>
<td>If you would like to request an additional type of delivery for this program, check all that apply. The choices are: -Marietta or Kennesaw Campus: Face-to-Face -Off-Campus Instructional Site: Face-to-Face -Fully at a distance: online -Hybrid</td>
<td></td>
</tr>
<tr>
<td>13. □ Off-Campus Instructional Site: (If Applicable).</td>
<td>If you clicked the Off-Campus instructional site as an additional type of delivery than enter in which site. Current off-campus instructional sites: Cobb Galleria Sandy Springs</td>
<td>Note that program leadership should consult with the AVP for Curriculum's office on matters related to a) establishing a new off-campus instructional site; b) offering 50% or more of an established program at a BOR approved off-campus instructional site; c) offering an existing BOR approved program at a contractual site; d) offering an existing program 50% or more via distance learning. BOR approval/notifications may be required and are separate from SACSCOC approval/notifications. The KSU SACSCOC Liaison will be notified to determine if these changes need to be sent to SACSCOC.</td>
</tr>
<tr>
<td>14. □ Provide an overall summary of program changes/additions.</td>
<td>This narrative should correspond with the answer you gave in the first question regarding the proposed changes. In this area the originator should detail any changes to the program and explain why each change is being proposed. Be aware that the reviewers for these proposals will be from departments across campus, so his should be a narrative that can be understood by those outside of the content area.</td>
<td></td>
</tr>
<tr>
<td>15. □ Please explain any changes required to the</td>
<td>If any of the program changes will impact or affect the program’s gates or admission policies, provide a detailed and supporting rationale for these modifications.</td>
<td></td>
</tr>
<tr>
<td>Proposal Questions:</td>
<td>Explanation:</td>
<td>Resources:</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>program's admission policies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Check to confirm that you have attached a side-by-side and crosswalk document.</td>
<td>This side by side template should be completed to demonstrate how the program is changing from its current catalog format. If these changes will impact course offerings, then you must also include a Crosswalk document that shows how students in older catalog years will be able to graduate with these proposed changes. This Crosswalk may require writing out course equivalencies and substitutions that will allow current students to continue to progress.</td>
<td>A template for graduate programs is available on the Curriculum, Instruction, and Assessment website <a href="#">Templates for Curriculum Use page</a>.</td>
</tr>
<tr>
<td>□ Program Catalog Description:</td>
<td>This should include a complete description of the program. What is entered in this box will appear in the catalog. It is recommended that you use the import function so that all information, including formatting, is consistent. If you make changes to the requirements and/or language, these changes must be consistent in in all accompanying documentation. Please read carefully for grammar or any errors.</td>
<td></td>
</tr>
<tr>
<td>□ Prospective Curriculum:</td>
<td>This is a space to import and build curriculum as it will appear in the catalog.</td>
<td>For assistance in building your curriculum contact a Curriculog System Administrator by emailing: <a href="mailto:curriculog@kennesaw.edu">curriculog@kennesaw.edu</a> or calling (470) 578-6023. There is also a Prospective Curriculum Outline template for graduate programs on the Curriculum, Instruction, and Assessment website <a href="#">Templates for Curriculum Use page</a>.</td>
</tr>
<tr>
<td>□ What is the rationale for the program revision? Please include information if this change is required by an outside accreditation agency and/or assessment data.</td>
<td>This question requires a detailed argument with support for the changes in the proposal. Rationales can include any or several of the following: program assessment data, advisory or external stakeholder feedback, outside accreditation, USG or external body requirements, professional organization requirements, or any additional justification.</td>
<td></td>
</tr>
<tr>
<td>Proposal Questions:</td>
<td>Explanation:</td>
<td>Resources:</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>20. ☐ Explain how these changes reflect alignment with department goals and mission.</td>
<td>Provide as much evidence of how these changes align with the program goals. Examples of support may include responding to Improve KSU data and goals, discipline advisory boards, professional organization shifts, and/or feedback from alumni or employers. Be aware that the reviewers for these proposals will be from departments across campus. The more specific the evidence the easier it will be for reviewers to understand and contextualize program changes.</td>
<td></td>
</tr>
<tr>
<td>21. ☐ Where in the program is there evidence of knowledge of literature in the discipline?</td>
<td>This question relates to SACSOC standard 9.6a which requires “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.”</td>
<td>The <a href="#">SACSCOC standard</a> for this item can be found on page 22.</td>
</tr>
<tr>
<td>22. ☐ Where in the program is there evidence of engagement in research and/or appropriate professional practice?</td>
<td>This question relates to SACSOC standard 9.6b which requires “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 (b) to ensure engagement in research and/or appropriate professional practice and training.”</td>
<td>The <a href="#">SACSCOC standard</a> for this item can be found on page 22.</td>
</tr>
<tr>
<td>23. ☐ Describe the students you expect to target and attract with these changes. Provide any predictive enrollment data.</td>
<td>Be as specific as possible in considering the students for this program. Provide any predictive enrollment data available to support your narrative.</td>
<td></td>
</tr>
<tr>
<td>24. ☐ What is the career path for these students?</td>
<td>Elaborate on what are likely career paths for graduates from this program. Include any data on opportunities in the regional or national market.</td>
<td>Potential resources include the <a href="#">U.S. Bureau of Labor Statistics by occupation</a>, the <a href="#">Georgia data on occupational labor</a>, and the <a href="#">Georgia Occupational outlook data</a>.</td>
</tr>
<tr>
<td>Proposal Questions:</td>
<td>Explanation:</td>
<td>Resources:</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>25. ☐ I have attached an Improve KSU Improvement Report used to inform the curriculum change.</td>
<td>This assessment plan should reflect the new content in proposal.</td>
<td>For assistance with outcomes contact the assessment office at <a href="mailto:assessment@kennesaw.edu">assessment@kennesaw.edu</a> or visit the assessment website.</td>
</tr>
</tbody>
</table>