

Change to an Existing Graduate Program

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.

		Proposal Questions:	Explanation:	Resources:
1.	<input type="checkbox"/>	Proposed Changes:	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.	Direct all questions concerning this and other forms to curriculog@kennesaw.edu
2.	<input type="checkbox"/>	Impact of Changes:	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.	
3.	<input type="checkbox"/>	Program name:	This needs to be your Program Name and Degree level as it appears in the catalog and the Degrees and Majors Authorized list.	This is the link for the DMA for KSU.
4.	<input type="checkbox"/>	Certificate Acronym: (if certificate).	Choices are CERG, CERM, or CERP.	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 .

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5.	<input type="checkbox"/>	Is this a premium priced program? Are you requesting a new fee, a modification to fees, or special tuition for this program?	Graduate fees reflect universal fees and tuition only. However, selected departments may assess additional program or laboratory charges depending on the major.	There is a list of the current premium priced programs at KSU .
6.	<input type="checkbox"/>	CIP Code:	This code will be entered by the Curriculum Support Office.	
7.	<input type="checkbox"/>	Department of Ownership:	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.	
8.	<input type="checkbox"/>	Departmental Contact:	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.	
9.	<input type="checkbox"/>	Is this a teacher education proposal originating from outside the Bagwell College of Education? Yes/No.	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.	
10.	<input type="checkbox"/>	Implementation Term/Year:	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.	The deadlines are on the Master Curriculum calendar located on homepage of the Curriculum, Instruction, and Assessment website .
11.	<input type="checkbox"/>	Type of Existing Approved Delivery:	The choices are: -Marietta or Kennesaw Campus: Face-to-Face -Off-Campus Instructional Site: Face-to-Face -Fully at a distance: online -Hybrid	To request assistance contact a Curriculog System Administrator by email at curriculog@kennesaw.edu or by phone (470) 578-6023.

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			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.	
12.	<input type="checkbox"/>	Request for additional type of delivery:	<p>If you would like to request an additional type of delivery for this program, check all that apply.</p> <p>The choices are:</p> <ul style="list-style-type: none"> -Marietta or Kennesaw Campus: Face-to-Face -Off-Campus Instructional Site: Face-to-Face -Fully at a distance: online -Hybrid 	To request assistance contact a Curriculog System Administrator by email at curriculog@kennesaw.edu or by phone (470) 578-6023.
13.	<input type="checkbox"/>	Off-Campus Instructional Site: (If Applicable).	<p>If you clicked the Off-Campus instructional site as an additional type of delivery than enter in which site.</p> <p>Current off-campus instructional sites:</p> <p>Cobb Galleria Sandy Springs</p>	<p>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.</p> <p>The KSU SACSCOC Liaison will be notified to determine if these changes need to be sent to SACSCOC.</p>
14.	<input type="checkbox"/>	Provide an overall summary of program changes/additions.	<p>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.</p>	
15.	<input type="checkbox"/>	Please explain any changes required to the	<p>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.</p>	

		Proposal Questions:	Explanation:	Resources:
		program's admission policies.		
16.	<input type="checkbox"/>	Check to confirm that you have attached a side-by-side and crosswalk document.	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.	A template for graduate programs is available on the Curriculum, Instruction, and Assessment website Templates for Curriculum Use page.
17.	<input type="checkbox"/>	Program Catalog Description:	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.	
18.	<input type="checkbox"/>	Prospective Curriculum:	This is a space to import and build curriculum as it will appear in the catalog.	For assistance in building your curriculum contact a Curriculum System Administrator by emailing: curriculog@kennesaw.edu or calling (470) 578-6023. There is also a Prospective Curriculum Outline template for graduate programs on the Curriculum, Instruction, and Assessment website Templates for Curriculum Use page.
19.	<input type="checkbox"/>	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.	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.	

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20.	<input type="checkbox"/>	Explain how these changes reflect alignment with department goals and mission.	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.	
21.	<input type="checkbox"/>	Where in the program is there evidence of knowledge of literature in the discipline?	This question relates to SACSCOC 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."	The SACSCOC standard for this item can be found on page 22.
22.	<input type="checkbox"/>	Where in the program is there evidence of engagement in research and/or appropriate professional practice?	This question relates to SACSCOC 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."	The SACSCOC standard for this item can be found on page 22.
23.	<input type="checkbox"/>	Describe the students you expect to target and attract with these changes. Provide any predictive enrollment data.	Be as specific as possible in considering the students for this program. Provide any predictive enrollment data available to support your narrative.	
24.	<input type="checkbox"/>	What is the career path for these students?	Elaborate on what are likely career paths for graduates from this program. Include any data on opportunities in the regional or national market.	Potential resources include the U.S. Bureau of Labor Statistics by occupation , the Georgia data on occupational labor , and the Georgia Occupational outlook data .

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25.	<input type="checkbox"/> I have attached an Improve KSU Improvement Report used to inform the curriculum change.	This assessment plan should reflect the new content in proposal.	For assistance with outcomes contact the assessment office at assessment@kennesaw.edu or visit the assessment website .