

Change to an Existing Undergraduate Program

This checklist contains all required questions for Changing an Existing Program (Undergraduate) proposal in Curriculog along with resources to assist you in determining answers.

		Proposal Questions:	Explanation:	Resources:
1.	<input type="checkbox"/>	Proposed Changes:	<p>Choices include:</p> <ul style="list-style-type: none"> Program Name Catalog Description Major/Degree Admission Requirements Area F/Lower Division Requirements Adding, modifying, or deleting a Concentration or Track Change in Electives Change in Program Credit Hour Total <p>You can do one or more of these changes in a single proposal.</p>	Direct all questions concerning this and other forms to curriculog@kennesaw.edu .
2.	<input type="checkbox"/>	Impact of Changes:	<p>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.</p> <p>If the changes do not impact other departments, then you can check that choice.</p>	
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.	To ensure accuracy, check the Degrees and Majors Authorized (DMA) list for Kennesaw State University
4.	<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 to the correct committee.	

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5.	<input type="checkbox"/>	Certificate Acronym: (if certificate)	Choices are CER0 or CER1.	For Pre-Baccalaureate (Undergraduate) Certificates are fewer than 30 semester credit hours, the acronym is CER0. For Pre-Baccalaureate (Undergraduate) Certificates from 30 to 59 semester credit hours, the acronym is CER1. The entire list of University System of Georgia identified types of certificates .
6.	<input type="checkbox"/>	CIP Code:	This code will be entered by the Curriculum Support Office.	
7.	<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.	
8.	<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.	
9.	<input type="checkbox"/>	Implementation Term/Year:	Implementation requires consideration of the curriculum cycle and process. In order to be implemented, proposals must be approved through 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 .
10.	<input type="checkbox"/>	Type of Existing Approved Delivery:	-Marietta or Kennesaw Campus: Face-to-Face -Off-Campus Instructional Site: Face-to-Face -Fully at a distance: online -Hybrid 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 have to contact the Curriculum Support Office to have the paper records checked.	To request assistance contact a Curriculog System Administrator by email at curriculog@kennesaw.edu or by phone (470) 578-6023.

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11.	<input type="checkbox"/> Request for additional type of delivery:	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	To request assistance contact a Curriculum System Administrator by email at curriculumlog@kennesaw.edu or by phone (470) 578-6023.
12.	<input type="checkbox"/> Off-Campus Instructional Site: (If Applicable)	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	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.
13.	<input type="checkbox"/> Provide an overall summary of program changes/additions.	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.	
14.	<input type="checkbox"/> Does this program have a major interest before a student can be declared a full major?	Indicate if their students must first declare an interest before being admitted to the program.	
15.	<input type="checkbox"/> Please explain any changes required to the program's admission policies (gates).	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.	
16.	<input type="checkbox"/> Check to confirm that you have attached a side-by-side and/or 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	A template for undergraduate programs is available on the Curriculum, Instruction, and Assessment website Templates for Curriculum Use page.

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			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.	
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 errors.	
18.	<input type="checkbox"/>	Prospective Curriculum:	This is a space to import and build curriculum as it will appear in the catalog.	<p>To request assistance contact a Curriculog System Administrator by email at curriculog@kennesaw.edu or by phone (470) 578-6023.</p> <p>There is also a Prospective Curriculum Outline template available on the Templates for Curriculum Use page.</p>
19.	<input type="checkbox"/>	If this proposal contains changes to Area F of a major or degree program, does it meet the USG Area F guidelines for that program? If "no", please provide a justification for the deviation from the USG Area F guidelines. If "yes", please explain use of Area A-E courses in program (including Area F).	The Area F requirements are set by the Regents Advisory Councils (RAC). Most programs have a set of systemwide requirements. Your program needs to align with those guidelines. If a program chooses to deviate from the Area F guidelines, then provide a justification. Documentation from the RAC may be required for programs that do not follow the Area F guidelines.	The USG Area F information is published by the USG. Area F is required to be fully transferable and coursework is set by the USG system.

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20.	<input type="checkbox"/> Does this program require courses from General Education Areas A-E as prerequisites or program requirements? If "yes", please explain use of Area A-E courses in program (including Area F).	List all courses in Areas A-E that are used in the program including in Area F or as prerequisites.	There are USG policies governing the use of core curriculum courses is available in the Board of Regents of the University System of Georgia Academic Affairs Handbook section 2.4. Core Curriculum .
21.	<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.	
22.	<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.	
23.	<input type="checkbox"/> How do these changes contribute to KSU's strategic plan and mission statement?	Provide as much evidence of how these engage with KSU's strategic plan and mission statement. Provide detail with how the program develops or adds to this mission statement.	Consult the KSU 2018-2023 Strategic Plan and mission statement/ vision of KSU . The KSU roadmap discusses undergraduate and graduate programs on pages 3-5.
24.	<input type="checkbox"/> Describe the administrative structure for oversight of the program. For interdisciplinary programs, describe	Explain who will be responsibility for leading this program. It may be a chair, program coordinator, director, a special advisory committee, etc. If it is an interdisciplinary program it is important to note who is the department that will be responsible for the	

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		mechanisms to assure representation of all participating units.	program and all associated requirements such as assessment.	
25.	<input type="checkbox"/>	Learning Outcomes: List or attach important learning outcomes, goals or objectives of the program.	The program's learning outcomes should be measurable and reflected in the accompanying assessment plan.	For assistance with outcomes contact the assessment office at assessment@kennesaw.edu or visit the assessment website .
26.	<input type="checkbox"/>	Check to confirm you have attached an Improve KSU Assessment plan.	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 .
27.	<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.	
28.	<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 .
29.	<input type="checkbox"/>	I have attached an Academic Program Map.	An Academic Program Map is required for all majors. Minors and Certificates are not required but are recommended to attach an Academic Program Map. This attachment is valuable for showing reviewers that students can complete the program/minor/ or certificate, including the required prerequisites in the number of credit hours and semesters listed. It will be coded into Degree Works and used by advisors. It is recommended that programs consult with their advisors in developing an updated program map.	A program map template is available in two formats on the Curriculum, Instruction, and Assessment website Templates for Curriculum Use page .