

## GLOSSARY OF CURRICULUM TERMS

Term	Definition
<b>Academic Program</b>	Any combination of courses and/or requirements leading to a degree, certificate, endorsement, or minor. This includes Bachelor's, Master's, and Doctoral degrees.
<b>Academic Program CIP codes</b>	Academic Program CIP codes must be assigned to ensure that the U.S. Department of Education can track the information for students who receive federal loans.
<b>Academic Program Map</b>	A plan (typically eight-semester for undergraduate programs) that shows a student's progression towards degree completion. Program Map templates are available in a <a href="#">Word</a> or <a href="#">Excel</a> template.
<b>Acalog</b>	The electronic catalog system used by KSU. Acalog is copyrighted by DigArc.
<b>Area F</b>	Considered part of the Core Curriculum, Area F must total 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. Some programs have Area F requirements set for them in the <a href="#">USG Guidelines for Curriculum in Area F</a> .
<b>Bachelor's Degree</b>	A formal course of study consisting of at least 120 undergraduate semester credit hours.
<b>Banner</b>	The electronic Student Information System that supports student registration, enrollment, and grading. Banner is copyrighted by Ellucian.
<b>Batch Process or Batch Change</b>	A batch change is a process where, if identical changes are needed for numerous courses, a program can submit all changes in one proposal using the <a href="#">Batch Spreadsheet Template</a> attached to the proposal in Curriculog.
<b>Catalog</b>	The <a href="#">KSU Catalog</a> is the official source of the university's academic programs, courses, and policies.
<b>Certificate</b>	A type of <a href="#">academic credential</a> that requires students complete a prescribed program of study at the postsecondary educational level. <i>See also: Pre-Baccalaureate Certificate; Post-Baccalaureate Certificate; Stand-Alone Certificate; Embedded Certificate.</i>
<b>Classification of Instructional Programs (CIP) Code</b>	A taxonomy of academic disciplines at institutions of higher education in the United States. The CIP code is the accepted federal standard for identifying instructional/academic programs. There is a <a href="#">national searchable database</a> of CIP codes.
<b>Clinical Laboratory</b>	A course that offers clinical training experiences needed by students to achieve competency objectives for the degree.

<b>College Curriculum Committee</b>	A group of faculty members within a college that evaluates proposed changes to undergraduate and graduate curriculum to ensure they meet the college's requirements and adhere to the college's strategic plan. There are <a href="#">recommended curriculum approval guidelines for the college committee.</a>
<b>College Dean</b>	An academic administrator with significant authority over a specific academic unit. The college dean should ensure alignment of a proposal with the college's mission and goals as well as considers impact or overlap with programs in other colleges. There are <a href="#">recommended curriculum approval guidelines for the college dean.</a>
<b>Concentration</b>	An approved set of courses, that upon completion, indicate an in-depth knowledge of an area of the major and appear on a student's transcript.
<b>Concurrent Prerequisite</b>	Course(s) and/or other requirement(s) that must be completed before, or taken at the same time as, another course or requirement.
<b>Cooperative Study</b>	A course that offers a type of field experience where students receive academic credit while acquiring work experience relevant to their major, or discipline-specific professional skills, while earning an income. An undergraduate cooperative study course should have a course number designation of 3396.
<b>Corequisite</b>	A course and/or other requirement that must be taken at the same time as another course(s) and/or requirement(s).
<b>Course Description</b>	A brief summary of a course that must use proper grammatical structure and a recommended length of 75 words maximum.
<b>Course Equivalency</b>	When two courses share the same content and student learning outcomes, they can be considered equivalent. Equivalent courses are programmed in Banner to be treated as the same course. If a course is a prerequisite for another course, its official equivalent will satisfy the prerequisite.
<b>Course Fee</b>	A fee assessed to the student that must be paid at time of registration. This fee usually is used to cover course materials like lab equipment, licensing test fees, or software. This fee is in addition to tuition and the creation or change of a course fee must accompany a course proposal and requires separate approval.
<b>Course Number</b>	The number paired with a prefix that is associated with a given course.
<b>Course Override</b>	The process of a faculty member allowing a student to enroll in a course when the student does not meet the listed prerequisites.
<b>Course Repeatability</b>	Refers to whether students can repeat a course, each successful completion earning credit towards their degree completion.
<b>Course Substitutions</b>	Permits a student to substitute an equivalent course for a required course in the student's curriculum.

<b>Course Syllabus</b>	A document submitted with course proposals in order to give the curriculum voting members in the process the necessary information to evaluate the course, including course learning outcomes, course topics, course assessment, and course texts and readings.
<b>Credit Hour</b>	The United States Department of Education, our accrediting body, <a href="#">the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)</a> , and the Board of Regents of the University System of Georgia Academic Affairs Handbook, <a href="#">Section 3.4.4</a> , all define a semester credit hour as a minimum of 750 minutes of instruction or equivalent. The minimum of 750 minutes of instruction further requires 1500 minutes of out-of-class student work per semester credit hour for lecture courses.
<b>Credit Hour Distribution</b>	Courses can have different types of experiences incorporated into a class and represented in the Credit Hour Distribution. For example, a course can have lecture, lab, or field/clinical components. Each of these components are part of a combination that represents the total contact time and earned credit hours for the course. The first part of the distribution represents the amount of time a student spends in lecture, the second number in laboratory, or field/clinical experiences and the third number is the total credit hours earned toward degree completion and billed to the student noted as (3-0-3) or (2-1-4).
<b>Credit Hour Ratio</b>	This reflects the ratio of credit hours to contact minutes. There are different ratios based on the type of experience a student has in a course. There is a <a href="#">Credit Hour Ratio Table</a> that can assist with determining a credit hour distribution.
<b>Cross-Leveled Course</b>	A course that is offered by a department across numbers and/or levels. Cross-leveled courses are limited to the following two course pairs: 1) undergraduate upper-division course/graduate course, and 2) graduate course/doctoral course.
<b>Cross-Listed Course</b>	A course that is offered under more than one prefix but that has the same number, credit hours, and description. It must have documentation with the Office of the Registrar.
<b>Crosswalk Document</b>	A document that demonstrates the curriculum path that a student currently in the program, but following an older catalog year, can take to graduate once these new changes are implemented.
<b>Curriculog</b>	The online software solution used to document KSU's curriculum review process. It can be accessed at <a href="http://curriculog.kennesaw.edu">curriculog.kennesaw.edu</a> . Curriculog is copyrighted by DigArc.
<b>Curriculum Review Process</b>	The process, from faculty originator to final approval, of submitting curriculum for review that is guided by the policies and goals of the university, college, and departments.

<b>Curriculum Support Office</b>	A team of curriculum reviewers that ensures changes align with BOR and KSU policies.
<b>Deactivation</b>	When applied to educational programs, the terms “temporary suspension” and “deactivation,” refer to the same action. Presidents can temporarily suspend a program for a period not to exceed two academic years, without obtaining Board of Regents approval, and may subsequently reinstate the program within that period. A suspended program remains an authorized program at the institution, but new students are no longer permitted to enroll. A program Deactivation also requires notification to our institutional accreditor, SACSCOC and a teach-out plan. For further information contact Danielle Buehrer at <a href="mailto:dbuehrer@kennesaw.edu">dbuehrer@kennesaw.edu</a> .
<b>Degrees and Majors Authorized (DMA)</b>	A record of the Degrees and Majors that the institution is allowed to offer by the USG. The <a href="#">Degrees and Majors Authorized (DMA) list for Kennesaw State University</a> .
<b>DegreeWorks</b>	The web-based planning tool KSU utilizes to help students and advisors monitor student's progress toward degree completion. DegreeWorks is copyrighted by Ellucian.
<b>Department Chair</b>	A faculty member that heads a department and ensures proposal can be implemented and sustained, including consideration of budget impacts, and alignment with department’s mission and needs. There are <a href="#">recommended curriculum approval guidelines for the department chair</a> .
<b>Department Curriculum Committee</b>	A group of faculty members within a department that ensures that the proposal aligns with the programs' department mission and needs. There are <a href="#">recommended curriculum approval guidelines for the department curriculum committee</a> .
<b>Directed Study</b>	Directed Study courses are one-on-one instruction with students researching or exploring topics not otherwise covered in other courses. Directed Study courses should have a 4400 number designation at the undergraduate level.
<b>Doctoral Degrees</b>	A formal course of study consisting of at least 60 graduate semester credit hours beyond the master's level.
<b>Educational Specialist Degree</b>	A degree program between 27 to 36 credit hours at the post-master’s level as part of a self-contained degree program for education students.
<b>Educator Preparation Curriculum Committee (EPCC)</b>	The Educator Preparation Curriculum Committee ( <a href="#">EPCC</a> ) serves as the curriculum committee that reviews proposals from Educator Preparation Programs outside of the Bagwell College of Education.

<b>Embedded Certificate</b>	A type of certificate in which the requirements are found within a degree program as part of major requirements or major electives. Embedded Certificate Programs are only awarded to a student upon completion of a degree and are a self-contained set of courses embedded in a major or stand-alone degree. <i>See also: Pre-Baccalaureate Certificate; Post-Baccalaureate Certificate.</i>
<b>Endorsement</b>	For education students, endorsements are assessed and awarded by the <a href="#">Georgia Professional Standards Commission</a> .
<b>Face-to-Face</b>	A type of course modality in which course content is delivered on campus.
<b>Field/Clinical Experiences</b>	Work placements with organizations related to the student's areas of interests with organizations whose areas of work are closely related to the student's major. These work experiences are integrated with academic curricula through discipline-specific and/or multi-disciplinary knowledge in a supervised setting. <i>See also: Cooperative Study; Internship.</i>
<b>Free Elective</b>	A course or group of courses that have no restrictions towards the major requirements. Students must earn a grade of "D."
<b>General Education Committee (GEC)</b>	The General Education Council ( <a href="#">GEC</a> ) is a representative body of faculty members that considers all proposals for inclusion in the General Education core curriculum and reviews learning outcomes for alignment with USG Core Curriculum.
<b>General Education Core Curriculum</b>	The foundation of skills, knowledge, and values that prepare students for success in their majors and in their personal and professional lives after graduation. The General Education <a href="#">Core Curriculum Areas A-E</a> is where skills and ideas are introduced.
<b>Grading Structure</b>	A, B, C, D or F grades resulting in credit earned and GPA calculation, or S/U grades resulting in only credit earned. S/U courses are not included in the calculation of GPAs and are approved for a limited number of course types.
<b>Graduate Policies &amp; Curriculum Committee (GPCC)</b>	The Graduate Policies & Curriculum Committee ( <a href="#">GPCC</a> ) is a representative body of faculty members that evaluate proposals to graduate curriculum for consistency with university policies and goals and forwards approved proposals to the Provost or designee.
<b>Hybrid</b>	A type of modality in which a combination of online and face-to-face instruction is used. A hybrid course can be delivered in the following ratios: 33% online, 50% online, or 66% online.
<b>Impact Report</b>	A document generated within Curriculog that shows where in the catalog a course is used.
<b>Improve KSU Assessment Plan</b>	<a href="#">Improve KSU</a> is the vehicle by which faculty demonstrate a University commitment to continuous improvement by assessing student learning outcomes.

<b>Initial Reviewer</b>	Member of the Curriculum Support Office who completes a first review of proposals immediately following the launch and approval of a proposal by the faculty originator.
<b>Intangible Prerequisite</b>	Prerequisites and/or Concurrent Prerequisites and/or Co-requisites that cannot be programmed in Banner.
<b>Internship</b>	A credit bearing work experience that is integrated with academic instruction and relates to a student's occupational goals. Typically has 3398 number designation at the undergraduate level.
<b>Laboratory</b>	An educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member.
<b>Learning Support Course</b>	<a href="#">Learning Support</a> is a generic term for programs designed to assist students with collegiate work. Learning Support programs are intended to serve students who need additional support in mathematics or English. <i>See also: Remedial Course.</i>
<b>Lecture</b>	A form of instruction in which the instructor presents an educational experience to students, applying any combination of instructional methods.
<b>Major Field Requirements</b>	A section of courses within the major field/discipline of an undergraduate major that are required for all students in the major. <a href="#">Per the USG</a> , each major need to have 21 upper level credit hours in this field.
<b>Master Curriculum Calendar</b>	This <a href="#">calendar</a> is updated each academic year with the deadlines for curriculum approval.
<b>Master's Degree</b>	A formal program of study between 30 and 36 credit hours beyond the bachelor's degree level.
<b>Minor</b>	A prescribed area of academic study consisting of 15-18 semester hours taken as a secondary academic program at the undergraduate level.
<b>Modality</b>	The method of delivery for instruction of a course.
<b>Online</b>	A type of course modality in which content is delivered 100% online.
<b>Originator</b>	The faculty member who initiates the curriculum review process by creating and launching a proposal in Curriculog.
<b>Post-Baccalaureate Certificate</b>	A certificate beyond the bachelor's degree that does not meet the requirements for a master's degree. <i>See also Stand-Alone Certificate; Embedded Certificate.</i>
<b>Post-First Professional Certificate</b>	A certificate beyond the first professional degree. <i>See also Stand-Alone Certificate; Embedded Certificate.</i>
<b>Post-Master's Certificate</b>	A certificate beyond the master's degree that does not meet the requirements for a doctoral degree. <i>See also Stand-Alone Certificate; Embedded Certificate.</i>

<b>Pre-Baccalaureate Certificate</b>	A type of certificate that is offered at the undergraduate level. There are two types of pre-baccalaureate certificates based on credit hours. The first type ranges from 9 to 30 credit hours, the second type is 30-59 credit hours.
<b>Prefix</b>	The three- or four-letter abbreviation designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. Example: English prefix is ENGL.
<b>Prerequisite</b>	Course(s) and/or other requirement(s) that must be completed before taking a course.
<b>Proposal</b>	The form in <a href="#">Curriculog</a> that shows proposed curricular changes/new curriculum and that travels through the curriculum review steps.
<b>Related Studies</b>	An optional part of the major that allows students to explore coursework related to the major. The program identifies prefixes or courses that are related to the major field, but not part of the major field requirements.
<b>Remedial Course</b>	A course that is part of <a href="#">Learning Support</a> and designed to assist students with collegiate work. Such courses are intended to serve students who need additional support in mathematics or English. <i>See also: Learning Support Course.</i>
<b>SACSCOC</b>	<a href="#">The Southern Association of Colleges and Schools Commission on Colleges</a> (SACSCOC) is the regional body for the accreditation of degree-granting higher education institutions in the Southern states.
<b>Side by Side Document</b>	A document required of program change proposals at the <a href="#">undergraduate</a> or <a href="#">graduate</a> level, it details what the current curriculum is next to what the proposed, new curriculum would be, showing changes in program. A side by side document may also need a crosswalk for current students if needed. <i>See also: Crosswalk Document.</i>
<b>Special Topics</b>	A topic-specific course that is not permanently in the academic catalog. Typically has 2290 (lower-division) or 4490 (upper-division) number designation at the undergraduate level.
<b>Stand-Alone Certificate</b>	A type of certificate that can be completed in addition to the degree program requirements and is awarded separately from the degree. Students may be admitted to KSU for the sole purpose of earning a Stand-Alone Certificate. Stand Alone Certificates are included on the <a href="#">Degrees and Majors Authorized (DMA) list for Kennesaw State University</a> . <i>See also: Pre-Baccalaureate Certificate; Post-Baccalaureate Certificate.</i>
<b>Supporting Document(s)</b>	Document(s) that should be attached to a proposal process. Each process will indicate what is expected. There is a section in the <a href="#">Curriculum Guide</a> detailing the types of supporting documentation for each proposal.

<b>Termination</b>	Termination of a program means that the institution is no longer authorized to offer the program. <a href="#">Termination requires Board of Regents approval</a> , and subsequent reinstatement must be handled as submission of a proposal for a new program. Termination of a program may occur outright or after the program has been placed on a deactivated status. The process to request to terminate programs, degrees, or majors is outlined in the Academic and Student Affairs Handbook and requires a teach-out plan in accordance with SACSCOC policies as well as SACSOC notification.
<b>Track</b>	A subset of courses in a program that does not appear on a student's transcript. A track must be separate from the 21 major field upper level credit hours.
<b>Transcript</b>	The official document of course registration, completion and attempted credit for a student. Earned degrees, minors, certificates, and concentrations appear on transcripts.
<b>Undergraduate Policies &amp; Curriculum Committee (UPCC)</b>	The Undergraduate Policies & Curriculum Committee ( <a href="#">UPCC</a> ) is a representative body of faculty members that evaluate proposals to undergraduate curriculum for consistency with university policies and goals and forwards approved proposals to the Provost or designee for approval.
<b>University System of Georgia Board of Regents</b>	The government agency that regulates the use of courses in the core curriculum in order to ensure transferability. Other Names: USG, BOR, Board of Regents.
<b>University System of Georgia Board of Regents Academic Affairs Handbook</b>	The Georgia Constitution grants the Board of Regents the exclusive right to govern, control, and manage the University System of Georgia ("USG") and all USG institutions. The Board exercises and fulfills its constitutional obligations, in part, by promulgating rules and policies for the governance of the USG and its constituent units. The purpose of the <a href="#">Academic Affairs Handbook</a> is to collect, organize, publish, and otherwise make publicly available the directives and policies of the Board.