

New Certificate Checklist

This checklist contains all required questions for a New Certificate proposal in Curriculog along with resources to assist proposal originators and reviewers.

	Proposal Questions:	Explanation:	Resources:
1.	<input type="checkbox"/> Name of Proposed Certificate:	This is how the certificate will appear in the catalog and Degrees and Majors Authorized if a standalone certificate.	<p>These are the University System of Georgia identified types of certificates.</p> <p>Pre-Baccalaureate (Undergraduate) Certificates are fewer than 30 semester credit hours (less than one year). Certificates from 30 to 59 semester credit hours (at least one year, but less than two).</p> <p>Post-Baccalaureate (Graduate) Certificates are a certificate beyond the bachelor's degree that does not meet the requirements for a master's degree.</p> <p>Post-Master's Certificate is a certificate beyond the master's degree that does not meet the requirements for a doctoral degree.</p> <p>Post-First Professional Certificate is a certificate beyond the first professional degree.</p>
2.	<input type="checkbox"/> CIP Code:	This code will be entered by the Curriculum Support Office.	
3.	<input type="checkbox"/> Certificate Acronym:	Choices are CER0, CER1, CERG, CERM, CERP.	<p>For Pre-Baccalaureate (Undergraduate) Certificates are fewer than 30 semester credit hours, the acronym is CER0.</p> <p>For Pre-Baccalaureate (Undergraduate) Certificates from 30 to 59 semester credit hours, the acronym is CER1.</p> <p>For Post-Baccalaureate (Graduate) Certificates, the acronym is CERG.</p> <p>For Post-Master's Certificate, the acronym is CERM.</p> <p>For Post-First Professional Certificate, acronym is CERP.</p> <p>For Pre-Baccalaureate (Undergraduate) Certificates are fewer than 30 semester credit hours, the acronym is CER0.</p>

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				The entire list of University System of Georgia identified types of certificates .
4.	<input type="checkbox"/>	Catalog Description:	This should include a complete description of the certificate. What is entered in this box will appear in the catalog. This description must be consistent in all accompanying documentation. Please read carefully for grammar or any errors.	
5.	<input type="checkbox"/>	Admission Requirements:	Discuss the certificate's admission policies, providing a detailed and supporting rationale for them.	
6.	<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 Certificate Prospective Curriculum Outline Template on the Curriculum, Instruction, and Assessment website Templates for Curriculum Use page .
7.	<input type="checkbox"/>	Newly Developed Courses:	A new course proposal must be also submitted for each new course in this program.	
8.	<input type="checkbox"/>	Number of Credit Hours for Completion:	Note the number of hours required to complete the certificate. These should align with the proposed type of certificate.	University System of Georgia identified types of certificates .
9.	<input type="checkbox"/>	Type of Proposed Delivery:	The choices are: -Marietta or Kennesaw Campus: Face-to-Face -Off-Campus Instructional Site: Face-to-Face -Fully at a distance: online -Hybrid	
10.	<input type="checkbox"/>	Off-Campus Instructional Site (If Applicable):	Current off-campus instructional sites: Cobb Galleria Sandy Springs	
11.	<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 .
12.	<input type="checkbox"/>	Will this certificate be applying for Federal Financial Aid eligibility?	If yes, confirm that I have discussed the implications for aid with the Office of Financial Aid and have attached a record of that discussion	The Curriculum Guide located on homepage of the Curriculum, Instruction, and Assessment website .

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				outlines the process for applying for federal financial aid for a certificate.
13.	<input type="checkbox"/>	Please check all applicable the delivery options:	The options are: Stand-Alone Certificate Embedded Certificate Stand-Alone and Embedded Certificate	<p>Stand-Alone Certificate Programs are those where students may apply the courses completed for the stand-alone certificate toward a degree program if they are accepted into a degree program. Students admitted to a degree program may be awarded a related stand-alone certificate based on completion of the courses in the certificate program provided they also apply for the stand-alone certificate. Students admitted to a degree program may be awarded a related stand-alone certificate based on completion of the courses in the certificate program provided they also apply for the stand-alone certificate. The Office of the Registrar will issue the stand-alone certificate upon completion of the requirements. Stand Alone Certificates are included on the Degrees and Majors Authorized (DMA) list for Kennesaw State University.</p> <p>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. Embedded certificates are not listed separately on the USG authorized Degrees and Majors inventory list. The Office of the Registrar will issue the embedded certificate upon completion of the degree requirements, which include the requirements for the embedded certificate. The embedded certificate fee will then be charged to the student account.</p>
14.	<input type="checkbox"/>	If Embedded Certificate, please indicate which majors/programs this certificate will be embedded in:	In order to be an embedded certificate, all the course must be embedded in a major or stand-alone degree.	The USG guidelines on embedded certificates.
15.	<input type="checkbox"/>	Learning Outcomes: List or attach important learning outcomes, goals or objectives of the program. (i.e., what you expect students to know and be able to do upon completion of the program)	The learning outcomes should be measurable.	For assistance with outcomes contact the assessment office at assessment@kennesaw.edu or visit https://cia.kennesaw.edu/assessment/

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16.	<input type="checkbox"/>	Check to confirm that you have attached an Improve KSU Assessment Plan and if you have met with a member of the Assessment team.	This assessment plan should reflect the new content in proposal.	For assistance with your assessment plan, email assessment@kennesaw.edu or visit https://cia.kennesaw.edu/assessment/ .
17.	<input type="checkbox"/>	What is the rationale for the program?	Consider student needs and any data collected to support these needs, scope of the program or department, and employment opportunities.	
18.	<input type="checkbox"/>	How does this program 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 .
19.	<input type="checkbox"/>	Explain how this program reflects alignment with department goals and mission, including consideration of alignment with the R2 road map.	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.	The KSU roadmap discusses undergraduate and graduate programs on pages 3-5.
20.	<input type="checkbox"/>	Explain the Administration of the Program, including operating budget and redistribution of resources. Include management of curriculum and enrollment in this certificate.	Explain who will be responsibility for leading this program. It may be a chair, program coordinator, director, a special advisory committee, etc. Include how budget and resources will be reallocated to accommodate this new certificate.	
21.	<input type="checkbox"/>	Describe the students you expect to target and attract. 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. You may wish to discuss career paths for graduates with this certificate. 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 .
22.	<input type="checkbox"/>	Department of Ownership:	This department that was responsible for offering the course. This answer will also route the proposal to the correct department and college curriculum committees. Selecting undergraduate or graduate	

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			department is important to route to the correct committee.	
23.	<input type="checkbox"/>	Departmental Contact:	This should be the faculty originator who entered the proposal into Curriculog. This contact will receive emails and updates about the proposal and attend curriculum meetings as a representative or ensure a substitute attend. There can be more than one person listed.	
24.	<input type="checkbox"/>	Level of Program:	Identify if the certificate is at the graduate or undergraduate level.	
25.	<input type="checkbox"/>	Is this a teacher education proposal originating from outside the Bagwell College of Education?	If a course is being proposed by an education program not residing in the Bagwell College of Education, it must be reviewed by the Education Preparation Curriculum Committee (EPCC) and Education Dean for approval. This answer assists in creating the correct routing for the proposal.	