

Program Termination Checklist

This checklist contains all required questions for a Program Termination proposal in Curriculog along with resources to assist proposal originators.

		Proposal Questions:	Explanation:	Resources:
1.	<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 department is important to route to the correct committee.	Termination means that the institution is no longer authorized to offer the program. Termination requires Board of Regents approval, 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. Institutions must notify the USG Executive Chief Academic Officer at least two years prior to a formal request to terminate programs, degrees or majors as outlined in the Academic & Student Affairs Handbook , including a teach-out plan in accordance with SACSCOC policies.
2.	<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.	
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"/>	Certificate Acronym: (if applicable)	Certificate choices are CER0, CER1, CERG, CERM, or CERP.	For Pre-Baccalaureate (Undergraduate) Certificates are fewer than 30 semester credit hours, the acronym is CER0.

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				For Pre-Baccalaureate (Undergraduate) Certificates from 30 to 59 semester credit hours, the acronym is CER1. For 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 entire list of University System of Georgia identified types of certificates .
5.	<input type="checkbox"/>	Degree Type: (if applicable)	Choose the correct degree type.	
6.	<input type="checkbox"/>	CIP Code:	This code will be entered by the Curriculum Support Office.	
7.	<input type="checkbox"/>	Proposed Effective Date of Termination:	Choose the semester and year for this termination to go into effect. Please note, in order to be implemented, a proposal must be completely approved through all levels of the curriculum process before the catalog deadline, including, when applicable, BOR notifications and approvals.	The deadlines are updated in the Master Curriculum calendar located on homepage of the Curriculum, Instruction, and Assessment website .
8.	<input type="checkbox"/>	Type of Existing Delivery proposed for deactivation:	The choices are: -Marietta or Kennesaw Campus: Face-to-Face -Off-Campus Instructional Site: Face-to-Face -Fully at a distance: online -Hybrid	The Degrees and Majors Authorized (DMA) list for Kennesaw State University lists the format for which each program is authorized to offer.
9.	<input type="checkbox"/>	Off-Campus Instructional Site: (If Applicable).	Current off-campus instructional sites are: -Cobb Galleria -Sandy Springs	
10.	<input type="checkbox"/>	Rationale for Program Termination:	Describe why this program is being deactivated and the future plans of the program.	
11.	<input type="checkbox"/>	Length of time the program was in a deactivated status, if at all, before requesting action to terminate:	You can search in Curriculog for when a program deactivated, if that step was taken previously.	
12.	<input type="checkbox"/>	Level of Program:	Identify if the certificate is at the graduate or undergraduate level.	

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13.	<input type="checkbox"/> Is this a teacher education proposal originating from outside the Bagwell College of Education? Yes/No.	<p>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.</p>	
14.	<input type="checkbox"/> Program Requirements	<p>This is a space to place the curriculum as it currently appears in the catalog.</p>	
15.	<input type="checkbox"/> Number of students still enrolled in the program at the time of proposal submission.	<p>USG Board of Regents requires confirmation that no students are currently matriculating through the program or confirmation that any remaining students in the program have been appropriately advised and counseled concerning degree program options.</p>	
16.	<input type="checkbox"/> I've attached all applicable SACSCOC Teach-Out supplemental documentation.	<p>Teach-out plans are required for programs that did not submit requests for deactivation. Termination of a program may occur outright or after the program has been placed on a deactivated status.</p> <p>This information and the following requirements are components of a Teach Out Plan.</p> <ul style="list-style-type: none"> - Explain how affected students will be helped to complete their programs of study with minimal disruption. - Indicate whether the teach-out plan will create additional charges/expenses students, and if so, how the student will be notified. - Attach signed copies of teach-out agreements with other institutions, if applicable. <p>Attach a curriculum map of the teach-out plan. Indicate how faculty and staff will be reassigned or helped to find new employment if applicable.</p>	<p>Teach Out Plans are created individually by the SACSCOC liaison. Please contact Danielle Buehrer for assistance at 470-578-4426 or email dbuehrer@kennesaw.edu.</p>