CHANGE TO CERTIFICATE PROPOSAL CHECKLIST

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

	Proposal Question	Explanation	Resources
1.	Which department(s) should view this proposal?	Most of the time a single department will need to review a proposal, but some interdisciplinary programs or programs that heavily rely on courses outside of their department require multiple departments to review and acknowledge the proposed changes. This question adds departments/colleges to the routing of the proposal.	Please direct questions about this section to curriculog@kennesaw.edu
2.	If multiple departments are selected above, please indicate who owns this program:	Each program requires one "owner" that certifies the program of study and is listed in Banner as the department of ownership.	
3.	Department Contact, Contact Email	Please indicate who will be responsible for representing this proposal to the UPCC/ GPCC. This can be the originator or another faculty/administrator.	
4.	Level of Certificate: Undergraduate, Graduate	Please select the level of instruction for this certificate. The selection made will add the appropriate University level review committee (UPCC or GPCC) to the curriculog approval process workflow.	
5.	Is this a teacher education proposal originating from outside the Bagwell College of Education?	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.	
6.	Proposed Implementation term:	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.
7.	Indication of Changes (select all that apply):	Choices include: Certificate Name Catalog Description	If changes are proposed due to a major shift in curriculum or learning outcomes, consider if the

Updated 7.1.2021

	Proposal Question	Explanation	Resources
		Admission Requirements Required Courses Elective Courses Credit Hour Total	certificate should be submitted as a New Certificate.
8.	Provide a brief summary of changes indicated above:	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.	
9.	I have attached the program Side-by-side.		A side by side is required for all program of study changes. You can find a template for the side by side on the CIA website or here.
10.	Certificate Title	This information will be imported from the current catalog. If you are making changes to the program title please type in the exact title as is will be published in the updated catalog.	Title changes to programs require BOR approval. Please direct any questions regarding program titles to curriculog@kennesaw.edu
11.	Certificate Description	The program description will be imported from the current catalog. Any changes that are proposed must be typed in this box exactly as they will appear in the updated catalog.	
12.	Revised Curriculum:	The curriculum will be imported from the current catalog. Any proposed changes must be made to this section as they will appear in the updated catalog.	For assistance in building your curriculum contact: curriculog@kennesaw.edu or calling (470) 578-6023. There is also a Prospective Curriculum Outline template for undergraduate programs on the Curriculum, Instruction, and Assessment website Templates for Curriculum
13.	Program Type: Program, Shared Core.	In almost all cases the Program Type will be "Program".	
14.	Do the proposed changes include the addition or removal of courses or curriculum (minors, certificates, etc.) from other departments?	Indicate if other departments are impacted by the changes being proposed.	

	Proposal Question	Explanation	Resources
15.	Documentation of discussion with impacted departments is attached.	Documentation can include: email communication, formal interdepartmental memo, documentation of in person meeting or phone conversation. The strongest evidence is emails from the impacted department chairs acknowledging the effects on their program(s).	
16.	What is expected of KSU students currently declared in the program of study? Note that you can only advise no require students to update their catalog year.	Please consider the impact on students following past catalog years. Choices include: Students are not expected to update their catalog year and should progress in the catalog they declared Students will be recommended to update to a new catalog during the implementation term indicated Students will have two years to complete the program of study in their currently declared catalog year. If students do not complete their program of study in this time, they will need to update to the newest catalog Other – If other please specify the plan for students	
17.	If applicable, check to confirm: I have attached a DMI sheet	If students are advised to update their catalog year at any time, a DegreeWorks Modification Information (DMI) sheet is required.	Access to the DMI Template is found here: Link
18.	What is the rational for the certificate revision?	Certificate revisions are requested for a variety of reasons. Some justifications include assessment or enrollment data or external accreditor mandates. Other revisions are attempting to attract a different (or additional) demographic of students than those currently pursuing the program, or attempting to adjust their curriculum to align with career paths.	
19.	Is this program currently approved to be offered 100% online?	Program modality is listed on the USG's Degrees and Majors Authorized list.	
20.	Is this certificate currently eligible to receive federal financial aid?		Direct questions to curriuclog@kennesaw.edu.
21.	Does this certificate intend to continue to receive, or apply for, federal financial aid?		Direct questions to the Office of Financial Aid.
22.	Does this certificate currently have an		Admission requirements can be found here for graduate and here for undergraduates.

Updated 7.1.2021

	Proposal Question	Explanation	Resources
	admission requirement beyond admission to KSU?		
23.	Please explain any changes to the admission requirements:	Please state the exact requirements a student must meet to progress in the program of study. This information should also be included in the program description.	
24.	What courses, if any, should a student complete prior to declaring the certificate based on prerequisites of courses in the certificate?	Please list any courses that are not officially part of the certificate program of study, but are direct course prerequisites to courses in the required curriculum. This can include General Education Core Curriculum course A-E or graduate foundation courses.	
25.	Check to confirm:	I have attached the Assessment Plan Approval Form This is an embedded certificate, no Assessment Plan Approval Form is needed.	The Assessment Plan Approval Form is a requirement for all stand-alone certificates changes, regardless of level of complexity. This document ensures the Assessment Office has been notified of proposed changes and they may adjust Assessment Plans as necessary.
26.	**Questions 26-27 Graduate Certificates only** Where in the program is there evidence of knowledge of the literature in the discipline?	This question relates to SACSOC 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
27.	Where in the program is there evidence of engagement in research and/or appropriate professional practice?	This question relates to SACSOC 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
28.	**Questions 28-32 are for DEPARMENT CHAIRS ONLY** Which stakeholders will need to be informed of these changes, once	Choices include: Academic Adivsors Students Department marketing Faculty External accreditors	

	Proposal Question	Explanation	Resources
	approved (select all that apply)?	Other- Please explain	
29.	What is the administrative structure of the program of study?	Choices include: Department Chair Program Coordinator Faculty Director Special Advisory Committee Other- Please explain	
30.	What are the Student Learning Outcomes (SLO) for this program of study?		
31.	How do the changes reflect the department goals and mission?		
32.	How do the changes contribute to KSU's strategic plan and mission statement?		Link to KSU's strategic plan. Link to KSU's mission statement.
33.	**Questions 33-37 are to be answered by the Curriculum Support Office. No Action is required by the originator**.		