

CHANGE TO UNDERGRADUATE PROGRAM PROPOSAL CHECKLIST

This checklist contains all required questions for a Change to Undergraduate Program 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. This can be the originator or another faculty/administrator.	
4.	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.	
5.	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 .
6.	Indication of Changes (select all that apply):	Choices include: Change to Program Name Program of Study Catalog Description Admission Requirements Program of Study Requirements Concentration or Track	Direct all questions for this section to Curriculog@kennesaw.edu

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		Electives Program of Study Credit Hour Total	
7.	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.	
8.	Program of Study 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
9.	Program of Study 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.	
10.	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
11.	Program Type: Program, Shared Core.	In almost all cases the Program Type will be "Program".	If you believe your program is a Shared Core please contact curriculog@kennesaw.edu prior to selecting.
12.	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.	
13.	What is expected of KSU students currently declared in the program of study? Note that you can only advise no require	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	

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	students to update their catalog year.	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	
14.	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
15.	Does this program of study participate in a Double Owl Pathway?		Please see complete list of Double Owl Pathways currently approved here
16.	If yes, do the proposed changes impact the Double Owl Pathway?	If yes a Change to Existing Double Owl Pathway proposal must be submitted to update the pathway for students.	
17.	What is the rationale for the program of study revision?	Program 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.	
18.	Does this program of study use any General Education core courses (Areas A-E) in the curriculum?		General Education Core Curriculum
19.	If yes, please explain the use and justification of core course in the major (Including Area F)	Please explain where and how General Education Core Curriculum A-E courses are used in the program of study. This can include as Area F courses, as prereqs for courses, as major required courses, as required courses in a minor etc.	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.
20.	Is this program currently approved to be offered 100% online?	Program modality is listed on the USG's Degrees and Majors Authorized list.	
21.	Does this program of study meet USG Area F guidelines?	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	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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		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.	
22.	Does this program of study currently have any benchmarks, progression checks or admission requirements?	Please indicate if there are any additional admission requirements beyond the standard undergraduate admission requirements at KSU.	
23.	If yes, what is the current benchmark/progression check/admission requirement?	Please explain the additional requirements to progress in the program of study.	
24.	Are you changing or adding a benchmark, progression check, or admission requirement?		
25.	If so please explain the change or addition.	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.	
26.	I have attached the 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 .
27.	I have attached a signed Assessment Plan Approval Form.		The Assessment Plan Approval Form is a requirement for all program of study changes, regardless of level of complexity. This document ensures the Assessment Office has been notified of proposed changes so they may adjust Assessment Plans as necessary.
28.	I have attached an updated Academic Program Map		Templates for Academic Program Maps can be found here: Excel Version , Word Version
29.	Questions 29- 37 are to be answered by the Department Chair Only If question 12 was answered Yes check to confirm:	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	

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		impacted department chairs acknowledging the effects on their program(s)	
30.	Which stakeholders will need to be informed of these changes, once approved (select all that apply)?	Choices include: Academic Advisors Students Department marketing Faculty External accreditors Other- Please explain	
31.	What is the administrative structure of the program of study?	Choices include: Department Chair Program Coordinator Faculty Director Special Advisory Committee Other- Please explain	
32.	What are the Student Learning Outcomes (SLO) for this program of study?		
33.	Number of students currently declared in the program of study:		Contact the Registrar's Office for updated enrollment information.
34.	Number of graduates from the program of study for the past three years:		Contact the Registrar's Office for updated graduation information.
35.	How will departmental resources be redirected to accommodate and sustain these changes?	Please explain how resources will be used to support the changes proposed. This can include faculty workload, faculty hires, physical space, technology, budget items etc.	
36.	How do the changes reflect the department goals and mission?		
37.	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.

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38.	Questions 38-42 are to be answered by the Curriculum Support Office Staff. No Action is required by the originator.		