



# CHANGE TO AN EXISTING GRADUATE PROGRAM CHECKLIST

This checklist contains all required questions for the Change to an Existing Graduate Program proposal in Curriculog along with resources to assist you in determining answers.

	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 <a href="mailto:curriculog@kennesaw.edu">curriculog@kennesaw.edu</a>
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 GPCC. 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. 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 <a href="#">Master Curriculum calendar</a> located on homepage of the <a href="#">Curriculum, Instruction, and Assessment website</a> .
6.	Indication of Changes (select all that apply):	Choices include: Program of Study	Direct all questions for this section to <a href="mailto:Curriculog@kennesaw.edu">Curriculog@kennesaw.edu</a>

		<p>Catalog Description</p> <p>Admission Requirements</p> <p>Program of Study Requirements</p> <p>Concentration or Track</p> <p>Electives</p> <p>Program of Study Credit Hour Total</p>	
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 <a href="mailto:curriculog@kennesaw.edu">curriculog@kennesaw.edu</a>
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 <a href="mailto:curriculog@kennesaw.edu">curriculog@kennesaw.edu</a> or calling (470) 578-6023. There is also a <a href="#">Prospective Curriculum Outline template</a> for graduate 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 feel your program is a Shared Core please email <a href="mailto:curriculog@kennesaw.edu">curriculog@kennesaw.edu</a> first before selecting.
12.	Do the proposed changes include the addition or removal of courses or curriculum	Indicate if other departments are impacted by the changes being proposed.	

	(minors, certificates, etc.) from other departments?		
13.	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.	<p>Please consider the impact on students following past catalog years. Choices include:</p> <p>Students are not expected to update their catalog year and should progress in the catalog they declared</p> <p>Students will be recommended to update to a new catalog during the implementation term indicated</p> <p>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</p> <p>Other – If other please specify the plan for students</p>	
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: <a href="#">Link</a> .	
15.	Does this program of study participate in a Double Owl Pathway?		Please see complete list of <a href="#">Double Owl Pathways</a> currently approved.
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.	Is this program currently approved to be offered 100% online?	Program modality is listed on the USG's <a href="#">Degrees and Majors Authorized list</a> .	
19.	Does the program of study have admission requirements beyond those needed for admission to KSU Graduate School?		KSU <a href="#">Graduate School Admission</a> requirements can be found here.
20.	Please explain any changes to the admission requirements:	If any of the program changes will impact or affect the program's gates or admission policies, provide a detailed and supporting rationale for these modifications.  Changes to Admission requirements must be updated in the Program Description as they will be published in the updated catalog.	
21.	Is this an approved premium priced program?		Questions regarding premium priced programs should be directed to <a href="#">Michael Rothlisberger</a> .
22.	Are you requesting a new fee, modification of fees, or special tuition for this program?	Choices include: Yes-New Fee Yes-Modified Fee Yes-Special Tuition No	
23.	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 <a href="#">CIA website</a> .
24.	I have attached a signed Assessment Plan Approval Form.		The <a href="#">Assessment Plan Approval Form</a> 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.
25.	I have attached an updated Academic Program Map	Academic Program Maps help identify curriculum milestones students need to complete in order to stay on track to finish their program of study	Templates for Academic Program Maps can be found <a href="#">here</a> .

		requirements in the expected timeframe. Please provide an updated Academic Program Map indicating milestones, important prerequisites or admission criteria, and sample scheduling.	
26.	<b>Department Chair ONLY questions 26-36</b> If Question 12 was answered "Yes" check to confirm: Documentation of discussions with impacted departments is attached.	Documented discussions can include but not limited to: email conversation, inter-department memo, evidence of phone or in-person conversation. The strongest evidence is emails from the impacted department chairs acknowledging the effects on their program(s).	
27.	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	
28.	What is the administrative structure of the program of study?	Choices include: Department Chair Program Coordinator Faculty Director Special Advisory Committee Other- Please explain	
29.	What are the Student Learning Outcomes (SLO) for this program of study?		
30.	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 <a href="#">SACSCOC standard</a> for this item can be found on page 22

31.	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 <a href="#">SACSCOC standard</a> for this item can be found on page 22
32.	Number of students currently declared in the program of study:		Contact the <a href="#">Registrar’s Office</a> for updated enrolment information.
33.	Number of graduates from the program of study for the past three years:		Contact the <a href="#">Registrar’s Office</a> for updated graduation information.
34.	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.	
35.	How do the changes reflect the department goals and mission?		
36.	How do the changes contribute to KSU’s strategic plan and mission statement?		<a href="#">Link to KSU's strategic plan.</a>  <a href="#">Link to KSU's mission statement.</a>
37.	<b>Questions 37-40 are to be answered by a member of the Curriculum Support Office. No action is required by the originator.</b>		