CHANGE TO COURSE PROPOSAL CHECKLIST

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

	Proposal Questions	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 Course: 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 course 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.	Is this course currently part of the General Education Core Curriculum (A-E)?		Current General Education Core Curriculum can be found in the Undergraduate Catalog
7.	Will this course be added to, or removed from, the	If so, contact the Faculty Director of General Education for assistance completing the USG Core Course Proposal Form. The	There are USG policies governing the use of core curriculum courses is available in the Board of Regents of the University System of Georgia

		proposal will be routed to the General Education Council for review.	[Academic Affairs Handbook](#) section 2.4. Core Curriculum.
	General Education Core Curriculum A-E?		
8.	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.](#)
9.	Indication of Changes	Select all that apply: Prefix Number Title Description Prerequisite/corequisite Credit Hour Distribution Grade Mode Repeat for Credit	If changes are proposed due to a major shift in the course, consider if the course should be reimagined as a New Course. Unsure if this constitutes a major shift? Consult the *Is this a New Course?* resource.
10.	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.	
	Items will be imported from the current catalog. Edit any information in the Catalog Information Section as it should appear in the updated catalog	See the Curriculum Guide for more detailed explanations for each section	
	Prefix, Number, Title, Title for Transcript Lable	The USG has common course prefixes, numbers, and descriptions that all institutions shall use for their programs of study. These are NOT just for core courses but are generally for 1000 and 2000 level courses. Course numbers indicate course level and complexity. At KSU, 1000 and 2000-level courses are lower division, 3000 and 4000-level are upper division courses, and 5000-level courses are foundational or prerequisite graduate courses or the most advanced courses in five-year undergraduate programs. Master-level graduate courses are numbered 6000-7999 and doctoral-level courses are numbered 8000- 9999.	If a new prefix is proposed, the originator can contact curriculog@kennesaw.edu to see if it has been used previously. To check for a previously used course number, contact the Registrar's Office at registrar@kennesaw.edu Check this USG website to ensure that the BOR does not require a common prefix, course number, or course title.

	Prerequisites, Concurrent Prerequisites, Corequisites	Pre-requisites should align the skills For more on prerequisites, review section six of the Curriculum Guide located on homepage of the Curriculum, Instruction, and Assessment website. 3 Proposal Questions: Explanation: Resources: and foundations students need in upper level courses to be successful. Prerequisites also need to be fair to be fair to all students, including transfer students, not require an undue burden on students. Prerequisites can include limitations by status, program entrance, or credit hours, not just by courses. Prerequisites should only be used when students are highly unlikely to succeed without a requirement. Prerequisites can be recommended. A concurrent prerequisite is a course that must be completed before, or taken at the same time as, another course. A corequisite is a course that must be taken at the same time as other courses and/or requirements. Be aware that corequisite requirements are not covered by CPOS (federal financial aid) even if they are listed in a course required by the student's program of study.	These terms and corresponding examples can be found in the Curriculum Glossary of Terms located on Curriculum Resources section of the Curriculum, Instruction, and Assessment website.
	Description	The catalog description should not exceed 100 words. The USG has common course catalog descriptions all institutions shall use for their programs of study. These are NOT just for core courses but are generally for 1000 and 2000 level courses. Be sure that the description does not date the course. Be careful of listing topics in too specific of a manner. If the description includes a list of topics, all topics then must be covered. An alternative would be to phrase it as "topics that may be included".	Check this USG website to ensure that the BOR does not require a common prefix, course number, course title, or description.
	Lecture Hours, Laboratory Hours, Credit Hours	Please indicate in the boxes below the credit hour distribution for this course. If the course will be variable in credit, please be sure to include minimum and maximum values in each box. If needed consult the Credit Hour Ratio tables.	The U.S. Department of Education defines a credit hour which SACSCOC uses. An example of credit hours distribution can be found in the Curriculum Development Resource's website.
11.	Indicate all courses impacted and/or programs that include this course as identified by an Impact Report	This is the space to paste the results of the impact report run through the curriculog proposal.	Questions regarding how to run an impact report should be directed to curriculog@kennesaw.edu
12.	Correspondence of Changes	Select one of the following: Documentation of discussions with impacted departments is attached	

		Impact Report did not identify an impact on external departments	
13.	If changing prefix and/or number are the two versions of this course (current and proposed) considered equivalent in Banner?	Would a student who took the current course be allowed to apply the course as a degree requirement or prereq the same as the new version? Additionally if a student needs the current version of the course would the new proposed course count toward degree completion? If so the courses are equivalent.	Additional questions regarding equivalency can be directed to curriculog@kennesaw.edu or the Registrar's Office.
14.	If this is a credit hour change and/or level number change, please explain how students will succeed on previous catalogs?	Some changes require consideration of how students on previous catalogs may be impacted. If you are changing total credit hours (not distribution) and/or a course number (from upper-division to lower-division, or vice versa) you will need to consider this impact. For more clarification on this, please consult the *Previous Catalog Impact* before answering the following question.	
15.	Why are you making the change(s) to this course? Provide any relevant assessment data.	Please explain the rationale for the changes. Some justifications include assessment or enrollment data or external accreditor mandates. Other revisions are attempting to attract a different (or additional) demographic of students or external accreditation requirements.	
16.	Regardless of proposed changes, what content or skills of each prerequisite commands its inclusion as a prerequisite for this course?	Please include justification for courses, test scores, student standing, credit hours, or any other prerequisite listed for the course.	
17.	For course prerequisite, how often are the required courses offered?	Choices include: Every Fall and Spring semester Either Fall or Spring semester Every semester, including Summer N/A- no prerequisite courses Other-please explain	
18.	Check to confirm: I have attached an updated syllabus with all required KSU policies included.		Syllabus information can be found on the CIA website.
19.	Can students take this course, each attempt	Often if a course's content is variable, a student could retake the course again and have it count as a separate course attempt and earn additional credit. If this is the case, then check yes and	This is not the same thing as repeating a course for grade replacement.

	counting separately toward graduation?	indicate the maximum number of credit hours a student can take it. List the total credit hour attempts, not numerical attempts. Repeatable courses can also apply to internships, thesis, research, dissertation, or directed study/special topics.	
20.	Intended modality (check all that apply) Face-to-Face, Online	Approval for online offerings is separate from curriculum change approval. This process should be initiated after UPCC or GPCC approval. A course should not be offered online until it is on the Approved Online Course List.	
21.	Place of Delivery	Choices include: Marietta/Kennesaw Campus City Springs Complex Galleria Complex Online	
22.	What is the Grading Structure for this course?	S/U grading should be used for degree requirements other than academic course work. S/U is approved for dissertations and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs, and will not be included in determination of the GPA.	
23.	Does this course have an existing special fee or tuition?	Y/N	Please discuss course fee viability with your College Business Manager and Academic Fiscal Affairs Officer prior to curriculog submission. Please follow-up with each special course fee request in a timely manner.
24.	Are you requesting a new fee or modification to fees or special tuition for this course?	If you are requesting a new or change to a fee, please ensure that the Student Elective Fees and Special Charges Proposal Form is signed by the Dean and attached to this proposal for review by Academic Affairs. Implementation of course changes may be delayed pending final approval of course fees.	
25.	**Questions 25-26 are to answered by the Department Chair Only**		

	Questions 27-31 are to be answered by a member of the Curriculum Support Office. No action is required by the originator.		