

COURSE DISCONTINUATION PROPOSAL CHECKLIST

This checklist contains all required questions for a Course Discontinuation 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 or college-wide courses require multiple departments to review the proposal. This question adds departments/colleges to the routing of the proposal.	Please direct questions about this section to curriculog@kennesaw.edu
2.	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.	
3.	Level of New course: Undergraduate, Graduate	Please select the level of instruction for this course. The selection made will add the appropriate University level review committee (UPCC or GPCC) to the curriculog approval process workflow.	
4.	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.	
5.	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
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 USG Council on General Education, if necessary, before the catalog deadline.	The deadlines are on the Master Curriculum calendar located on homepage of the Curriculum, Instruction, and Assessment website.

	Catalog Information	This section will be imported directly from the current catalog. No changes should be made to this information.	
7.	Indicate all courses impacted, and/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 curriculum proposal.	Questions regarding how to run an impact report should be directed to curriculum@kennesaw.edu
8.	If a program was identified, please confirm a program proposal was submitted to remove the course from each program identified.	Confirm and submit additional proposals if necessary.	
9.	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	
10.	What is the justification for discontinuing this course?	Please explain why this course should be removed from the KSU catalog. Please include any supporting assessment data, or enrollment data.	
11.	Is this course being replaced with a new course?	Y/N If yes what is the new course and indicate if the courses are equivalent. 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 curriculum@kennesaw.edu or the Registrar's Office .
12.	Questions 12-14 are to be answered by a member of the Curriculum Support Office. No action is required by the originator.		