

DEACTIVATION OF A CERTIFICATE PROPOSAL CHECKLIST

This checklist contains all required questions for a Deactivation of a 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.	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.	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.	
4.	Level of program: 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.	Proposed effective 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.	Certificate Title	The title will be imported from the current catalog.	
7.	Certificate Description	The program description will be imported from the current catalog.	
8.	Program Curriculum	The program curriculum will be imported from the current catalog.	
9.	Program Type: Program, Shared Core	In almost all cases the Program Type will be "Program".	
10.	Indicate type of certificate	Select all that apply: Embedded, Stand-Alone. Deactivation of an embedded certificate requires a Change to Existing Program proposal for each program with the embedded certificate.	

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11.	If stand-alone, please confirm a SACSCOC approved teach-out plan is attached.		Questions regarding the SACSCOC teach-out plan should be directed to Danielle B {Email}
12.	How many student are currently enrolled in the certificate?		Enrollment questions should be directed to the Registrar's Office .
13.	What is the general plan for students enrolled in the certificate at time of deactivation?	Choices include: Students will have a timeframe to complete certificate Student will be encouraged to declare a new/different certificate Other-please explain	
14.	If students will be encouraged to declare a new/different certificate please indicate when and what certificate this is:		
15.	Please explain how and when deactivation will be communicated to the following parties:	Please fill in the boxes explaining the communication plan to the following shareholders: Students, Faculty and Staff, Advisors, Other parties (if applicable).	
16.	What is the justification for deactivating this certificate? Include if this certificate is being replaced by a new certificate.	Describe why this program is being deactivated and the future plans of the program.	
17.	What is the long term goal of this deactivation?	Choices include: To terminate within the maximum two year allowance To revise and reinstate the certificate	If terminating please indicate if you consent to automatic termination by Academic Affairs. Questions should be directed to curriculog@kennesaw.edu
18.	Questions 18-23 are to be answered by a member of the Curriculum Support Office. No action is required by the originator.		

