

DEACTIVATION OF A MINOR PROPOSAL CHECKLIST

This checklist contains all required questions for the Deactivation of a Minor 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. 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.	Effective Term- Last term students can declare: -Last term student can earn:	There are two steps in the process for minor deactivations. The first step is determining the last term students can declare the minor. The second step is determining when the last term students can earn the minor. Removal from the declaration portal should always happen prior to last term a minor can be earned and there should be at least one academic year in between the two effective terms.	
5.	Minor Title	The minor name will be imported from the current catalog.	
6.	Minor Description	The minor description will be imported from the current catalog.	
7.	Minor Curriculum	The curriculum will be imported from the current catalog.	
8.	Program Type: Program, Shared Core	In almost all cases the Program Type will be "Program".	
9.	How many students are currently enrolled in the minor?		Enrollment questions should be directed to the Registrar's Office .

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10.	Please explain how and when the 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).	
11.	What is the justification for deactivating this minor? Include if this certificate is being replaced by a new certificate.	Please explain why you are deactivating the minor.	
12.	Questions 12-14 are to be answered by the a member of the Curriculum Support Office. No action is required by the originator.		