

This checklist contains all required questions for a New Certificate 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 Certificate: 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 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.	
6.	Proposed Implementation term:	Implementation requires consideration of the curriculum cycle and process. In order to be implemented, a proposal must be completely	The deadlines are on the Master Curriculum calendar located on homepage of the Curriculum, Instruction, and Assessment website.

		approved all levels of the curriculum process and through the BOR, if necessary, before the catalog deadline.	
7.	What is the acronym for this certificate?	<ul style="list-style-type: none"> • Pre-Baccalaureate (Undergraduate) Certificates <ul style="list-style-type: none"> • CER0: More than 9, fewer than 30 semester credit hours (less than one year). • CER1: From 30 to 59 semester credit hours (at least one year, but less than two • Post-Baccalaureate (Graduate) Certificates <ul style="list-style-type: none"> • CERG (Post-Baccalaureate Certificate) a certificate beyond the bachelor's degree that does not meet the requirements for a master's degree. • CERM (Post-Master's Certificate) a certificate beyond the master's degree that does not meet the requirements for a doctoral degree. • CERP (Post-First Professional Certificate) a certificate beyond the first professional degree. 	
8.	Proposed Certificate Title	Title that will appear in the catalog and on the certificate at the time of completion. This will also be included on the Degrees and Majors Authorized list with the USG.	
9.	Certificate Description	Please type in this box the exact information as you would like to see it published in the updated catalog.	

10.	Proposed Curriculum		For assistance in building your curriculum contact: curriculog@kennesaw.edu or calling (470) 578-6023. There is also a Prospective Curriculum Outline template for undergraduate 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".	
12.	Does the proposed certificate include courses from outside the department of ownership?	Indicate if other departments are impacted by the changes being proposed.	
13.	UNDERGRADUATE CERTIFICATES ONLY: Does this certificate use any General Education core curriculum courses (Areas A-E) as prerequisites for required certificate courses?		There are USG policies governing the use of core curriculum courses is available in the Board of Regents of the University System of Georgia Academic Affairs Handbook section 2.4. Core Curriculum.
14.	For whom is this certificate designed? Consider students from a given college, career paths, or creative interests.	Please explain the target audience for this certificate.	
15.	What career value does this certificate hold?		Please contact the Department of Career Planning and Development for assistance or data to answer this question.
16.	Beyond admission to KSU, are there admission requirements for this certificate?		Graduate Admission Undergraduate Admission
17.	If yes, please explain.		
18.	Which courses, if any, should a student complete prior to declaring the certificate based on prerequisites of courses in the certificate?	Please list any courses that are not officially part of the certificate program of study, but are direct course prerequisites to courses in the required curriculum. This can include General Education Core Curriculum course A-E or graduate foundation courses.	
19.	Type of Modality	Please indicate Face-to-Face or Online	
20.	Place of Delivery	Choices Include: Marietta and/or Kennesaw Campus City Springs Complex Galleria Complex	

		Online	
21.	What is the expected enrollment for the first year of this certificate? Include any predictive enrollment data.		For assistance with enrollment data please contact the Registrar's Office .
22.	Check to confirm: I have attached the Assessment Plan Approval Form		The Assessment Plan Approval Form is a required for new, stand-alone certificates. This document ensures the Assessment Office has been notified of certificate so an assessment plan can be created.
23.	Will this certificate be applying for federal financial aid eligibility?	To qualify for federal financial aid, graduate certificates must be at least 9 credit hours and undergraduate certificates must be at least 16 credit hours. Certificates approved for financial aid may need to show proof of gainful employment.	Please direct questions to the Office of Financial Aid
24.	If yes, please confirm the Financial Aid Approval Form is attached.		If this certificate will be applying for federal financial aid, the Financial Aid Approval From should be included with this proposal.
25.	If question 12 was answered 'yes' check to confirm: Documentation of discussions with department(s) is attached.	Documentation of discussion with impacted departments is attached. Documentation can include: email communication, formal interdepartmental memo, documentation of in person meeting or phone conversation. The strongest evidence is emails from the impacted department chairs acknowledging the effects on their program(s)	
26.	What is the administrative structure of this certificate?	Choices include: Department Chair Program Coordinator Faculty Director Special Advisory Committee Other-please explain	
27.	How does this certificate reflect the department goals and mission?		
28.	How does the certificate contribute to KSU's strategic plan and mission statement?		Link to KSU's strategic plan. Link to KSU's mission statement.
29.	What are the Student Learning Outcomes (SLOs) for this certificate?		

30.	How will the departmental resources be redirected to accommodate and sustain this new certificate?	Please explain how departmental resources will be used to create and maintain this certificate. If additional funding is required to staff or this maintain this certificate please explain.	
31.	GRADUATE CERTIFICATES ONLY 31-32 Where in the program is there evidence of knowledge of 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 SACSCOC standard for this item can be found on page 22
32.	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 SACSCOC standard for this item can be found on page 22
33.	Questions 33-37 are to be answered by a member of the Curriculum Support Office. No action is required by the originator.		