

This checklist contains all required questions for a New Course 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 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.	If multiple departments are selected above, please indicate who owns this program:	Each course 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 New proposed 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.	
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.	Will this course be included in the General Education Core Curriculum (A-E)?	If so, contact the Faculty Director of General Education for assistance completing the USG Core Course Proposal Form. The proposal will be routed to the General Education Council for review.	Faculty Director of General Education can be reached at gened@kennesaw.edu
7.	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 https://cia.kennesaw.edu/index.php located on homepage of the Curriculum, Instruction, and Assessment website.

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Enter all information in the Catalog Information Section as it should appear in the 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 curriculumlog@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	Check this USG website to ensure that the BOR does not require a common prefix, course number, course title, or description.

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		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 <u>may</u> be included”.	
	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 Resource’s website .
8.	Indicate all degrees, minors, and/or certificates that will use this new courses:	Consider what programs will be impacted and how the course will be used in the curriculum. If this course is being added as a required course or specifically listed elective to a program(s), then proposal forms for each program using this course will need to be submitted. Failure to complete these additional forms will result in a delay in approval of this course.	
9.	Indicate where in the curriculum of the above program(s) this new course will be used/added:	Choices include: Area F (1000 or 2000 level courses only) Major/Degree Required Course Concentration/Track Electives or Related Studies that are a sated list of courses Electives or Related Studies that are a list of prefixes N/A- This course is not designed for a specific program (will be a free elective for all students)	
10.	Is this course replacing an existing course?	If yes please indicate which course is being replaced and indicate if the courses are equivalent.	Questions related to equivalences should be directed to Curriculog@kennesaw.edu
11.	What is the justification for this course? Please include any data to support justification.	Please explain why this course should be offered at KSU. Please include any enrollement, assessment, or job data to support this course.	
12.	If this course is being added as a required course to a concentration, what program-level learning outcomes does this course meet?		Learning outcome questions should be directed to assessment@kennesaw.edu

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13.	What content or skills of each prerequisite (or corequisite, or concurrent 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. How each of these items prepares students to be successful in the course.	
14.	For course prerequisites, how often are the required courses offered?	Choices include: Every Fall and Spring Either Fall or Spring Every semester, including summer N/A- no prerequisite courses Other-please explain	
15.	Check to confirm: I have attached a syllabus with all required KSU policies included.		Syllabus information can be found on the Curriculum, Instruction and Assessment website.
16.	Type of Course:	Select from the drop down list the best fit for your type of course. Please consider the format of the course, such as lecture based, directed study, field experience, etc. It is important to know what activities students will be doing in order to calculate the correct number of credit hours and determine the credit hour ratio.	
17.	Classification of Course	Please consider if the course is a lower-level or upper-level undergraduate, master, doctorate, or other postbaccalaureate course	
18.	Can students take this course, each attempt counting separately toward graduation?	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 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.	This is not the same thing as repeating a course for grade replacement.
19.	Type of Delivery	Please indicate Face-to-Face, online. Select all that apply.	
20.	Place of Delivery	Select all that apply: Marietta or Kennesaw Campus (this includes internships, student teaching, clinicals etc} City Springs Complex	

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		Galleria Complex Online	
21.	Grading Structure	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	
22.	How often will this course be offered?	Choices include: Every Fall and Spring semester Either Fall or Spring semester Every semester, including Summer Other-please explain	
23.	23-24 Undergraduate Courses Only Is this course used to satisfy Required High School Curriculum (RHSC) deficiencies?	The USG's Required High School Curriculum (RHSC) is comprised of 17 units that freshman applicants must complete prior to admission. Students who have not met the RHSC requirements and are admitted to a USG institution on a Limited Admissions must satisfy these deficiencies by subject area. Students can use college credit courses to address deficiencies in science, social science and foreign language. Courses may be designated by the academic department to be used by students admitted with Required High School Curriculum (RHSC) deficiencies. Successful completion (C or better) of a three-credit collegiate course in the appropriate subject area will demonstrate collegiate-level preparedness and is sufficient to satisfy the deficiency.	
24.	If yes, what area does it satisfy?	The course will be added to the list of existing courses used to satisfy the deficiency: Science with at least one laboratory course, i.e. Biology I or Physical Science or Physics or Chemistry, Earth Systems, Environmental Science. Social science focusing on United States studies. Foreign language emphasizing speaking, listening and writing, American Sign Language, computer science emphasizing coding and programming.	
25.	How will this course be assessed by the faculty and/or department?	Choices include: Direct Assessment (Student artifacts asses by rubrics, collegiate learning outcomes, etc.) Indirect Assessment (Surveys, exit interviews, focus groups, etc.) Other-please explain	

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26.	Who will be managing the assessment/evaluation of this course?	Choices include: Department Chair Program Coordinator Other-please explain	
27.	How often will the course be assessed?	Please indicate a time frame for course assessment.	
28.	Are special fees or tuition required for this course?	If you are requesting 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.	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.
29.	What specific software or technology (new or existing), other than D2L, is required to teach this course?	Please include all technology even if the use of the technology does not have an impact on the overall department budget.	
30.	What library resources are needed to support this course? (select all that apply)	Choices include: Periodicals (online journals) Databases Digital media (videos) Course reserves None	
31.	Please list any resources required for this course that the library system does not currently offer:		The library has research guides by topic , a list of journal holdings , and database list that can assist with this question.
32.	What is the anticipated average section enrolment?	Choices include: 1-20 21-75 76-150 151+ students	
33.	What type of space is required to teach this	Choices include:	

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	course? (select all that apply)	<p>None-this is an online only course</p> <p>Standard classroom with instructor podium and projector</p> <p>Computer lab</p> <p>Science or Manufacturing Lab</p> <p>Art or Dance Studio</p> <p>Other-please explain</p>	
34.	<p>Questions 34-37 are to answered by the Department Chair Only</p> <p>If a prerequisite course is from outside your department, please attach correspondence from the department.</p>	<p>Documentation of discussion with impacted departments is attached.</p> <p>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 course(s).</p>	
35.	Who will be teaching this course?	<p>Choices include:</p> <p>Existing full-time faculty</p> <p>Existing faculty who teach part time</p> <p>New faculty hires</p> <p>If existing please explain how workload will be shifted to account for this new course.</p>	Adding a new course will require faculty to teach it. Please explain how faculty will be reallocated, if another course is being removed and faculty will be teaching this one, if there are current lines or empty lines, GTA's etc.
36.	If special fees or tuition are required for this course, as indicated in question 28, please confirm the Request for New or Change in Course fee form is attached: I confirm	If faculty request a new fee, they must ensure that the "Student Elective Fees and Special Charges Proposal Form" form is signed by the Dean and attached to the proposal for review by Academic Affairs. Implementation of the requested course changes may be delayed pending final approval of course fees. Please note that there is a separate process required to have this approved. Approval of the proposal does not constitute approval to levy special fees or tuition. Final approval will come from the Academic Fiscal Affairs Officer.	Please discuss course fee viability with the Academic Fiscal Affairs Officer prior to Curriculog submission.
37.	Please confirm questions 25-33 have been reviewed and align with department resources: I confirm.	See questions 25-33 in this guide.	
38.	Questions 38-43 are to be answered by a member		

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	of the Curriculum Support Office. No action is required by the originator.		