

NEW EMBEDDED CERTIFICATE PROPOSAL CHECKLIST

This checklist contains all required questions for a New Embedded 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.	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 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.
7.	Proposed Certificate Title	Title that will appear in the catalog and on the certificate at the time of completion.	
8.	Certificate Description	Please type in this box the exact information as you would like to see it published in the updated catalog.	

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9.	Proposed Curriculum		For assistance in building your curriculum contact: curriculumlog@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
10.	Program Type: Program, Shared Core.	In almost all cases the Program Type will be "Program".	
11.	Indicate which program(s) this certificate is embedded in.	Please note a Change to Existing Program proposal is required to embed this certificate into a program of study.	
12.	Undergraduate Certificates Only Does this certificate use any General Education core 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
13.	What is the rationale for this certificate? What value does it add to the degree?	Please explain why this certificate should be offered as a part of the degree program.	
14.	What 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.	
15.	Type of Modality (check all that Apply)	Choices include: Face-to-Face, Online Please note that a Face-to-Face certificate cannot be embedded in an online only program.	
16.	Place of Delivery	Choices include: Marietta and/or Kennesaw Campus	

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		City Springs Complex Galleria Complex Online	
17.	What is the expected enrollment for the first year of this certificate?		For assistance with enrollment data please contact the Registrar's Office .
18.	Questions 18-21 are for the Department Chair Only What is the administrative structure of this certificate?	Choices include: Department Chair Program Coordinator Faculty Director Special Advisory Committee Other-please explain	
19.	How does this certificate reflect the department goals and mission?		
20.	How does this certificate contribute to KSU's strategic plan and mission statement?		Link to KSU's strategic plan. Link to KSU's mission statement.
21.	What are the Student Learning Outcomes (SLOs) for this certificate?		
22.	Questions 22-24 are to be answered by a member of the Curriculum Support Team. No action is required by the originator.		