

# NEW PROGRAM PROPOSAL CHECKLIST

This checklist contains all required questions for a New Undergraduate Program 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 <a href="mailto:curriculog@kennesaw.edu">curriculog@kennesaw.edu</a>
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.	Program Name	Type in the name of the program as it will appear in the catalog, <a href="#">DMA</a> and diploma.	
5.	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.	
6.	Type of Degree	Select from a list of choices the type of degree (BA, BS, MS, MBA etc) if the type of degree you would like is not listed please type the new degree type in the box provided.	
7.	Type of Program	Please select Degree/Major for new degree programs.	
8.	Impact of new program?	Select one of the following: I have conferred with other departments that might be impacted by this proposal. An executive summary of those discussions is attached. This proposal does not impact offerings in other departments.	If the proposed new program will have an impact on courses or programs in other departments, please contact the appropriate department chairs for further discussion before moving on.
9.	Program Type: Program, Shared Core	In almost all cases the Program Type will be “Program”.	

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10.	Program Description	Please type in this box the exact information as you would like to see it published in the updated catalog.	
11.	Admissions requirements specific to degree	Please include any admission requirements above and beyond admission to KSU. This can include test scores, GPA requirements and/or auditions.	<a href="#">Graduate Admission</a> <a href="#">Undergraduate Admission</a>
12.	Academic Policies specific to this program in addition to KSU Academic Policy.	Please indicate if any policies exist for this program above and beyond KSU Academic Policies. This can include progression requirements, graduation requirements and/or transfer policies.	Academic policies can be found in the Undergraduate and Graduate <a href="#">catalogs</a> .
13.	Are you requesting special tuition?	Select yes/no	Information regarding tuition fees should be directed to <a href="#">Michael Rothlisberger</a>
14.	Program Curriculum		For assistance in building your curriculum contact: <a href="mailto:curriculum@kennesaw.edu">curriculum@kennesaw.edu</a> or calling (470) 578-6023. There is also a <a href="#">Prospective Curriculum Outline template</a> for undergraduate programs on the Curriculum, Instruction, and Assessment website Templates for Curriculum
15.	Type of Modality	Choices Include: Marietta and/or Kennesaw Campus City Springs Complex Galleria Complex Online	
16.	I have attached a New Degree/Major Proposal Approval Form (all delivery modes)		Please see Anissa Vega for information regarding the USG New Program Proposal Form.
17.	<b>College Dean:</b> I confirm I have consulted with the following individuals prior to submission of the New Degree/Major Proposal form:	Please check these boxes after discussion the proposal with KUS's Chief Business Officer and Chief Administrative Officer	
18.	I have attached a KSU Assessment Plan		The <a href="#">Assessment Plan Approval Form</a> is a required for new programs. This document ensures the Assessment Office has been notified of certificate so an assessment plan can be created.

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19.	I have met with a member of the Assessment Team		Please contact the Assessment Team by emailing <a href="mailto:assessment@kennesawe.edu">assessment@kennesawe.edu</a>
20.	Is this proposal for a doctoral program?	Select yes/no	
21.	I have attached an Academic Program Map Template		Templates for Academic Program Maps can be found here: <a href="#">Excel Version</a> , <a href="#">Word Version</a>
22.	What is the rationale for the new program? Explain how this program reflects alignment with KSU's strategic plan and mission.		<a href="#">Link to KSU's strategic plan.</a> <a href="#">Link to KSU's mission statement.</a>
23.	Describe the students you expect to target and attract with this program. Provide any predictive enrolment data.		For assistance with enrollment data please contact the <a href="#">Registrar's Office</a> .
24.	What is the career path for those students?	You may include wage analysis and/or an assessment of the regional or national market.	
25.	<b>Questions 25-28 are to be answer by a member of the Curriculum Support Team. No action is required by the originator.</b>		