

PROGRAM TERMINATION PROPOSAL CHECKLIST

This checklist contains all required questions for a Program Termination proposal in Curriculog along with resources to assist proposal originators.

	Proposal Questions	Explanation	Resources
1.	Department of Ownership	Each program requires one “owner” that certifies the program of study and is listed in Banner as the department of ownership.	Please direct questions about this section to curriculog@kennesaw.edu
2.	Departmental Contact	Please indicate who will be responsible for representing this proposal to the UPCC/ GPCC. 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.	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.	Proposed Effective Date of Termination	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.
6.	Program Name	The program title will be imported from the current catalog.	
7.	Description	The program description will be imported from the current catalog.	
8.	Curriculum	The program curriculum will be imported from the current catalog.	
9.	Certificate Acronym (if applicable)	Pre-Baccalaureate (Undergraduate) Certificates CERO: 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	

		<p>Post-Baccalaureate (Graduate) Certificates</p> <p>CERG (Post-Baccalaureate Certificate) a certificate beyond the bachelor's degree that does not meet the requirements for a master's degree.</p> <p>CERM (Post-Master's Certificate) a certificate beyond the master's degree that does not meet the requirements for a doctoral degree.</p> <p>CERP (Post-First Professional Certificate) a certificate beyond the first professional degree</p>	
10.	Degree Type (if applicable)	Select the type of degree if this a major/degree program of study to be terminated.	
11.	Type of Approved, Existing Delivery	<p>Choices include:</p> <p>Marietta or Kennesaw Campus: Face-to-Face</p> <p>Off-Campus Instructional Site: Face-to-Face</p> <p>Fully at a Distance: online</p>	
12.	Off-Campus Instructional Site (if applicable)	Select the Off-Campus site from the drop down list.	
13.	I've attached all applicable SACSCOC Teach-Out supplemental documentation	Teach-out plans are required for programs that did not submit requests for deactivation. Termination of a program may occur outright or after the program has been placed on a deactivated status.	If there are any questions or concerns regarding the information being requested in this section, please contact the Office of Accreditation and Policy
14.	Number of students still enrolled in program at time of proposal submission	USG Board of Regents requires confirmation that no students are currently matriculating through the program or confirmation that any remaining students in the program have been appropriately advised and counseled concerning degree program options.	For assistance with enrollment data please contact the Registrar's Office .
15.	Please explain how and when the termination will be communicated to the following parties:	Please fill in the boxes regarding the communication plan for the following stakeholders: Students, Faculty and Staff, Advisors, Other parties (if applicable).	
16.	If applicable, when was this program of study deactivated?		
17.	Rationale for Program Termination	Please explain why is this program being terminated. You can include program enrollment data, resources, job data or any other support for termination.	
18.	Questions 18-24 are to be answered by the Curriculum Support Office. No action is required by the originator.		