Progam Deactivation Checklist

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

		Proposal Questions:	Explanation:	Resources:
1.	☐	Department of Ownership:	This department that was responsible for offering the course. This answer will also route the proposal to the correct department and college curriculum committees. Selecting undergraduate or graduate department is important to route to the correct committee.	When applied to educational programs, the terms "temporary suspension" and "deactivation," refer to the same action. Presidents can temporarily suspend a program for a period not to exceed two academic years, without obtaining Board of Regents approval, and may subsequently reinstate the program within that period. A suspended program remains an authorized program at the institution, but new students are no longer permitted to enroll. Suspended programs should not be listed in the college catalog but will remain in the Degrees and Majors inventory of the Board with a notation that they are on a deactivated status. Please refer to the USG Academic & Student Affairs Handbook for more information regarding Deactivation of Academic programs. Reactivation of programs require a change to program proposal forms addressing any changes to policy or curriculum.
2.	☐	Departmental Contact:	This should be the faculty originator who entered the proposal into Curriculog. This contact will receive emails and updates about the proposal and attend curriculum meetings as a representative or ensure a substitute attend. There can be more than one person listed.	
3.	☐	Program Name:	This needs to be your Program Name and Degree level as it appears in the catalog and the Degrees and Majors Authorized list.	To ensure accuracy, check the Degrees and Majors Authorized (DMA) list for Kennesaw State University

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4.	☐	Certificate Acronym:	Choices are CER0, CER1, CERG, CERM, or CERP.	For Pre-Baccalaureate (Undergraduate) Certificates are fewer than 30 semester credit hours, the acronym is CER0. For Pre-Baccalaureate (Undergraduate) Certificates from 30 to 59 semester credit hours, the acronym is CER1. For Post-Baccalaureate (Graduate) Certificates, the acronym is CERG. For Post-Master's Certificate, the acronym is CERM. For Post-First Professional Certificate, acronym is CERP. The entire list of University System of Georgia identified types of certificates.
5.	☐	CIP Code:	This code will be entered by the Curriculum Support Office.	
6.	☐	Degree Type: (if applicable).	Choose the correct degree type.	
7.	☐	Proposed Effective Date of Deactivation:	Choose the semester and year for this deactivation to go into effect. Please note, in order to be implemented, a proposal must be completely approved through all levels of the curriculum process before the catalog deadline, including, when applicable, BOR notifications and approvals.	The deadlines are updated in the Master Curriculum calendar located on homepage of the Curriculum, Instruction, and Assessment website.
8.	☐	Type of Existing Delivery proposed for deactivation:	The choices are: -Marietta or Kennesaw Campus: Face-to-Face -Off-Campus Instructional Site: Face-to-Face -Fully at a distance: online -Hybrid	The Degrees and Majors Authorized (DMA) list for Kennesaw State University lists the format for which each program is authorized to offer.
9.	☐	Off-Campus Instructional Site: (If Applicable).	Current off-campus instructional sites are: -Cobb Galleria -Sandy Springs	
10.	☐	Rationale for Program Deactivation including timeline for next steps (reactivation or termination).	Describe why this program is being deactivated and the future plans of the program.	
11.	☐	Level of Program:	Identify if the certificate is at the graduate or undergraduate level.	

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12.	☐	Is this a teacher education proposal originating from outside the Bagwell College of Education? Yes/No.	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.	
13.	☐	Program Requirements:	This is a space to place the curriculum as it currently appears in the catalog.	
14.		Number of students still enrolled in program:	Identify the current number of students currently enrolled in the program.	
15.	☐	How will affected parties (students, faculty, staff) be notified of program deactivation?	This information and is part of the Teach-Out Plan.	Teach-Out Plans are created individually by the SACSCOC liaison. Please contact Danielle Buehrer for assistance at 470-578-4426 or email dbuehrer@kennesaw.edu.
16.	☐	I've attached all applicable SACSCOC Teach-Out supplemental documentation.	Teach-out Plans are required of all deactivated programs.	Teach Out Plans are created individually by the SACSCOC liaison. Please contact Danielle Buehrer for assistance at 470-578-4426 or email dbuehrer@kennesaw.edu.