Course Discontinuation Checklist

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

		Proposal Questions:	Explanation:	Resources:
1.	☐	I have completed and attached an impact report for this course.	Impact reports will note if there are other programs using this course. If they are other programs using this course, documentation needs to be uploaded in the proposal.	Impact reports are generated within the Curriculog system. With a proposal open, select the Import Report icon on the left pane. From the pop-up, select the most recent catalog and generate the report. For questions email curriculog@kennesaw.edu.
2.	☐	Impact of Changes:	This question is asking if you have conferred with other departments that may be affected by these changes. If this is checked then documentation of those discussions must be attached. If the changes do not impact other departments, then you can check that choice.	If this course discontinuation will affect requirements for a major degree program, certificate, minor, or endorsement, then a "Change to program" proposal for the type of program (Graduate or Undergraduate) must also be completed. If this course discontinuation will affect prerequisites or corequisites of other courses, a "Change to Existing Course" proposal must also be completed. Failure to submit the required additional proposals will result in the delay of this proposal.
3.	☐	Implementation Term/Year:	Implementation requires consideration of the curriculum cycle and process. 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. These deadlines reflect the deadlines for setting the following semesters schedule and registration.	The deadlines are updated in the Master Curriculum calendar are located on homepage of the Curriculum, Instruction, and Assessment website.
4.	☐	Justification for Discontinuation:	Describe why this course is being discontinued.	
5.	☐	Prefix, Number, Title:	Note the prefix, number, title as noted in the catalog.	To search, use the most recent version of the catalog.
6.	☐	Lecture Hours, Laboratory Hours, Credit Hours:	Identify the credit hour distribution for the course, this is listed in the catalog in the following format: 3-0-3.	To search, use the most recent version of the catalog.

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7.	☐	Prerequisites:	Note all prerequisites approved for this course.	To search, use the most recent version of the catalog.
8.	☐	Courses considered concurrent prerequisites/Corequisites:	Note all concurrent prerequisites or corequisite requirements approved for this course.	To search, use the most recent version of the catalog.
9.	☐	Course Corequisites:	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 homepage of the Curriculum, Instruction, and Assessment website.
10.	☐	Catalog Description:	Include the current course description as it appears in the catalog. This information will be auto populated if the originator imports the information directly from the catalog. Importing from the current catalog is strongly encouraged to ensure accuracy.	
11.	☐	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.	
12.	☐	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.	
13.	☐	Level of Course:	Identify if the course is graduate or undergraduate level. This routes the proposal to the correct university level curriculum committee, either the GPCC or UPCC.	
14.	☐	Is this course included in the General Education Core Curriculum (A-E)?	If a course is part of the general education core curriculum this question routes the proposal to the GEC for approval.	
15.	☐	Is this a teacher education proposal originating from outside the Bagwell College of Education? Yes/No	If a course is being proposed by an education program not residing in the Bagwell College of Education, it must be reviewed by the Education Preparation Curriculum Committee (EPCC) and Education Dean for approval. This answer creates the correct routing for the proposal.	