Course Proposals
Guidelines for Development and Submission

Basic Information

The originator of a curriculum proposal should complete the appropriate Curriculog proposal form for the intended purpose. Each proposal form must be completed thoroughly and accurately. For assistance with this process or with technical issues in Curriculog, an originator may contact the Office of Academic Affairs at (470) 578-6023 or email curriculog@kennesaw.edu.

Course proposal forms include:
1) A New Course proposal form
2) A Change to Existing Course form
3) A Course Discontinuation form

Please note that course proposals affecting degree programs, minors, and/or certificates must accompany the appropriate Curriculog program forms.

Timing of Proposal Submission

The groups comprising the faculty curriculum review process meet in the Fall and Spring semesters of each academic year. Because it may take several weeks or months for proposals to progress through all levels of review, originators should begin the proposal process early in the academic year.

Please note that curriculum proposals that are not fully approved before deadlines posted by the UPCC or GPCC will not go into effect until the semester following full approval.

Things to Think About

In an effort to assure quality and consistency across KSU curriculum, please be mindful of the following when completing course proposals:

- To determine the impact of course changes and discontinuations, please run and review an impact report in Curriculog. If your proposal will affect courses or programs of study outside of your department, please confer with those departments before proceeding with your proposal.
  - Please attach correspondence (e.g., an email exchange or memo from the affected department or college) indicating that these discussions have occurred and outlining the resolution.
  - Failure to confer with other affected departments and/or provide proof of correspondence will result in the proposal being returned to the originator. Once
the necessary conversations have been had and any adjustments have been made, the proposal may proceed through the review process.

- A program change proposal will need to accompany course proposals if:
  - A course is being added to or removed from a program of study.
    - For example, creating a new course, ABCD 3456, as a Major Requirement will require an accompanying program change proposal reflecting the placement of this new course within the program and how its inclusion affects the total hours of the program.
    - Please note that changes to the total hours of programs may be considered substantive changes, and may require BOR approval before changes can be implemented.
  - There is a proposed change to the total credit hours awarded for an existing course currently in a program of study. The program change proposal must reflect the proposed course changes and must detail how the total hours of the program have been affected.
  - A course is being moved from one section to another within a program of study.
    - For example, WXYZ 4321 is being moved from Upper Division Requirements to Upper Division Electives.
- A program change may need to accompany a change to a course number or prerequisites if the proposed changes will affect the course’s location within the program.
- A program change proposal does not need to accompany a change to a course name or prefix or description.

Syllabus Requirements

A syllabus must accompany proposals for new courses and course changes. Please note that each college and department may have specific requirements that need to be captured in the syllabus document. In addition to these unit-specific requirements, each syllabus is required to reference several university-wide policies. A useful syllabus content checklist can be found on the Curriculum website. **DOCUMENT CURRENTLY UNDER REVIEW**

Course Fee Process

When a new course fee or a change to an existing course fee is proposed, the originator must discuss the proposed fee with the college business manager. If the course fee is determined to be reasonable, the Dean of the originating college will attach the signed change to course fee form to the Curriculog proposal. From there the Academic Fiscal Affairs Officer will be notified and the form will be routed through all approval bodies including the University President. Full implementation of the course will not be possible until the course fee has been approved. Please allow up to two semesters for this process to occur.
Course Numbers

If a course number is being changed, or if a new course is being developed, please confer with the Registrar’s Office before moving forward. Some course numbers may not be available due their connection to historical data. The Registrar’s Office can assist in assigning a suitable course number.

Credit Hours

Changing the number of credit hours awarded by a course will affect the content outlined in the course syllabus. Please ensure that any change to credit hours is reflected in the coursework outlined in the syllabus.

Additionally, changing the number of credit hours awarded by a course may affect programs across the curriculum. Please run and review an impact report for these proposals, and communicate any possible conflicts with the appropriate units.

Prerequisite, Corequisites, and Concurrent Prerequisites

Prerequisites and corequisites should be written in clear, concise, grammatically correct language.

Prerequisites and corequisites can become complex very quickly. For examples of different common prerequisite scenarios, see Appendix I.

Course Descriptions

Course descriptions should be kept as concise as possible. While not required, it is recommended that course descriptions be limited to 75 words. We also recommend the following:

- Use proper grammatical structure, including complete sentence structures, and present verb tense.
- Write them in a way that readers are able to understand the overarching purpose/learning outcome for the course.
  - Use Bloom’s Taxonomy to convey the overarching learning objective/outcome.
  - Avoid listing topics. Topics may change frequently, and the catalog description would need to be updated each time this occurs.
  - Avoid using jargon and acronyms that readers would not understand.
Using General Education Courses as Prerequisites

No course in Areas A-E may be a prerequisite for any course outside Areas A-E. No course in one Area (A-E) may be a prerequisite for any course in any other Area (A-E). (from USG Handbook 2.4.7)

- Exception 1: If one particular course is required in order to complete an Area, that course may be a prerequisite for a course in another Area or for a course outside of Areas A-E.
  - For example, ENGL 1101 can be a prerequisite for ENGL 1102.

- Exception 2: Degree programs may add courses in Areas A–E to their Area Fs. Students in such degree programs will receive credit for the course in Area F, and this course may be a prerequisite for courses in Area F or the major. Unless required of all students in Area B or C, any foreign language courses approved for inclusion in Areas A – E must also be included in Area F for majors requiring foreign languages, so that foreign language courses included in Areas A – E do not become required prerequisites for Area F courses.
  - For example: PHIL 2010 is in Area C at Decatur State. It is also required in the Philosophy, BA Area F and is a prerequisite for upper-level philosophy courses. Philosophy majors receive credit for PHIL 2010 in Area F and must take other courses to fulfill their Area C requirements.
  - There are several important aspects to be aware of when using this exception:
    - 1) When a program puts a General Education course into their Area F, that course is no longer functioning as a General Education A-E course. Thus, students must go back into the Area that course is from and take ANOTHER General Education course to satisfy the General Education requirements. It is important to note that an Area F course cannot count as meeting the requirements for Areas A-E. If a program requires STAT 1407 in Area F, then students will have to fulfill the D1 requirement by taking another Math course in D1.
    - 2) Programs that have a General Education course in their Area F which require students to go back into that Area and take another course cannot require any specific course in that Area (unless governed by exceptions for Math and Science courses for Science, Engineering, and Health majors). Using a General Education course in Area F can difficult. For example, if the Biology BS requires BIOL 1107/L and BIOL 1108/L in Area F, students must take other Area D2 science courses. USG requires science majors take two lab sciences in Area D2, so now those eight hours of lab science course will need to be something other than BIOL 1107/L and BIOL 1108.

- Exception 3: Institutions may require their students to complete their A2 requirements before taking math courses in Areas D and F. They may do so by making their A2 courses prerequisites for their math courses in Areas D and F.
General Education Policies Dictating Science Courses

In section 2.4.4 Details Regarding Areas A–F in the USG handbook it is noted that:
Institutions may have Area D requirements specific to all science programs, but no science program may require that students take a particular science in Area D.
  • For example, institutions may not require that chemistry majors complete Area D with chemistry courses.

The only permissible restrictions are for science programs (if institutionally defined) and Health program students, who may not fulfill their Area D requirements with chemistry courses designed for non-science majors.

General Education Policies Dictating Credit Hours in Area A and D

In section 2.4.4 Details Regarding Areas A–F in the USG handbook it is noted that:

Institutions or programs may grant one semester hour of credit for an Area A2 course to count in Area F or in the general degree requirements... Institutions or programs may grant one semester hour of credit for an Area D course to count in Area F or in the general degree requirements.

Thus if programs require 10 hours in Area A or 11 hours in Area D they MUST build those hours into either their Area F credit hours or the program credit hours. Requiring 12 hours in Area D is currently not compliant as you are allowed to carry over only one hour from D into the program. It is important that any General Education hours in excess of 42 are absorbed into the program in order to ensure an accurate reflection of total credit hours.

I've launched my proposals. Now what?

Once you’ve launched your proposals, they are routed to the curriculum support office for an initial review, during which all proposals are checked to ensure proper procedural routing, adherence to KSU, BOR, and SACSCOC policy, and grammatical correctness. Once proposals pass this screening level, they enter the faculty review process.

You may follow the progress of your proposal(s) using the tracking methods available to you through Curriculog.
Faculty Course Review Process Routing

1) Initial Review
2) Department Curriculum Committee
3) Department Chair
4) Associate VP for Curriculum Review Team
5) College Curriculum Committee
6) College Dean
7) EPCC (In the case of teacher education proposals from outside the Bagwell College of Education)
8) Bagwell College of Education Dean (In the case of teacher education proposals from outside the Bagwell College of Education)
9) General Education Council (In the case of proposals that affect general education areas A-E or the courses therein)
10) Undergraduate Policy and Curriculum Committee (For all undergraduate curriculum)
11) Graduate Policy and Curriculum Committee (For all graduate curriculum)
12) Graduate College Dean (For all graduate curriculum)
13) Provost

Please note that some course proposals may be held at the Provost level if companion program proposals must undergo review by the Board of Regents.

My proposal was rejected. What now?

No proposal should be rejected without comment or without direct discussion with the originating party. It is responsibility of the originator to account for all comments and adjust the proposal as needed before resubmission.

Please note that new changes to the proposal must be reviewed by all levels, even those that may have approved the proposal prior to its being returned to the originator. This will add extra time to the process. Plan accordingly.
Helpful Curriculum Resources

The [UPCC website](#) has important deadlines and resources relevant to all undergraduate curriculum.

The [GPCC website](#) has important deadlines and resources relevant to all graduate curriculum.

The [BOR’s Academic & Student Affairs Handbook](#) details information concerning BOR approved policies governing academic and student matters.

The [SACSCOC handbooks, manuals, and guides](#) detail policies with which the university must remain compliant to maintain accreditation.

The [Glossary of Curriculum Terms](#) defines terms common to the curriculum development and review process.
Appendix I: Prerequisite, corequisite, and concurrent prerequisite examples

*Note 1: Though examples are listed here as prerequisites, the same conventions apply for corequisites and concurrent prerequisites.

*Note 2: Though this is an extensive compilation of scenarios, it is by no means complete. For assistance developing language for scenarios not listed below, please contact a member of the Curriculum Support staff.

- No prerequisite
  - Prerequisite: None.
- Single prerequisite
  - Prerequisite: ENGL 1101.
- Prerequisite choices
  - Prerequisite: ENGL 1101 or MATH 1101.
- Multiple prerequisites
  - Prerequisite: ENGL 1101, MATH 1101, and ECON 2000.
- Single prerequisite with multiple choices
  - Prerequisite: ENGL 1101, MATH 1101, or ECON 2000.
- Multiple prerequisites with multiple choices
  - Prerequisite: ENGL 1101, MATH 1101, or ECON 2000; AADS 2000, ASTR 1000, or COM 1000.
- Minimum required grade for single course
  - Prerequisite: A grade of “C” or better in BIOL 2221.
- Minimum required grade for multiple courses
  - Prerequisite: Grades of “C” or better in BIOL 2221 and MATH 1101.
- Minimum required grade for single course among multiple choices
  - Prerequisite: A grade of “C” or better in ENGL 1101, COM 1000, or MATH 1101.
- Minimum required grade for single course with additional prerequisite courses
  - Prerequisite: A grade of “C” or better in BIOL 2221; ENGL 1101.
- Minimum required grade for single course among multiple choices with additional prerequisite courses
  - Prerequisite: A grade of “C” or better in AADS 1000, COM 1000, or PHYS 1000; MATH 1101.
- Admission to specific program
  - Prerequisite: Admission to Nursing BSN program.
- Credit hour milestones
  - Prerequisite: Completion of 60+ credit hours.
- Special permission
  - Prerequisite: Permission of the instructor.
  - Prerequisite: Permission of the department chair.