

Guidance for Graduate Council Proposal Submissions

Overview

This document provides concrete guidance to ensure that proposals include all relevant information and that attachments (e.g., catalog entries and assessment plans) are presented in a consistent manner. Following this guidance will ensure rapid evaluation by the Graduate Council. These guidelines are intended to minimize the likelihood that a proposal will be returned due to *foreseeable* shortcomings; submissions are still subject to evaluation by the Council.

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1. New Curriculum: Degree Programs and Certificates

1.a Main checklist

- Use the appropriate Curriculog form: New major or certificate. If an accelerated program, use new “major.”
- Demonstrate a need and rationale for new program. Document that the curriculum aligns with needs of targeted market.
- Ensure the program name reflects the curriculum.
- New courses proposed? If yes, these need to be approved prior to or along with the curriculum.
- Impact on other units. Document consultation with colleges, departments, stakeholders about the program proposal. Discuss with Associate Deans of Colleges potentially impacted. Upload to Curriculog impact statements (including those of “no impact”) from other units and organize them in the attachment. *A failure to contact relevant units are a major cause of delays in processing.* Contacted units have two weeks to respond; a failure to respond will be considered “no impact” – upload the initial contact information with a date.
- Include CIP code (if not included, they need to contact [Office of Reporting and Analytics](#)). If possible, choose a STEM CIP code from [DHS List](#).
- Number of credit hours needed to complete program is listed (At least 12-20 for certificates, 30 for masters, 90 for doctoral).
- Develop assessment plan in accord with Graduate Council guidelines.
- Upload the assessment plan with a title starting with “ASL-xxx”.
- List required and elective courses using the catalog template. Upload with a title starting with “Curriculum-xxx.”

1.a.i. New program catalog entry templates

GR Certificate Template 1 – Required courses only:

Description of the GR certificate, including:

- information if the certificate is connected to a master program
- admission requirements
- program requirements
- Contact information for graduate program coordinator

Required Courses:	
Program Total Credits (between 12-20 graduate credit):	

Footnotes

See graduate certificate program requirements in Graduate Handbook: <https://www.k-state.edu/grad/student-success/graduate-handbook/chapter4.html>

GR Certificate Template 2 (required and elective courses) :

Description of the GR certificate, including:

- information if the certificate is connected to a master program
- admission requirements
- program requirements
- Contact information for graduate program coordinator

Required Courses:		
Electives:		
Program Total Credits (between 12-20 graduate credit):		

Footnotes

See graduate certificate program requirements in Graduate Handbook: <https://www.k-state.edu/grad/student-success/graduate-handbook/chapter4.html>

Masters Degrees Template 1 – Thesis Option:

Description of program, including:

- Number of credits
- Admission requirements
- Contact information for graduate program coordinator

Required Core:		
Electives:		
Thesis Option: 6-8 graduate credit hours		
Program Total Credits (minimum 30 credits):		

Footnotes:

See master degree program requirements in Graduate Handbook <https://www.k-state.edu/grad/student-success/graduate-handbook/chapter2.html>

Masters Degrees Template 2 – Report Option:

Description of program, including:

- Number of credits
- Admission requirements
- Contact information for graduate program coordinator

Required Core:		
Electives:		
Report Option (for 2 hours of credit on research or on a problem)		
Program Total Credits (minimum 30 credits):		

Footnotes:

See master degree program requirements in Graduate Handbook <https://www.k-state.edu/grad/student-success/graduate-handbook/chapter2.html>

Masters Degrees Template 3 - Courses only option:

Description of program, including:

- Number of credits
- Admission requirements
- Contact information for graduate program coordinator

Required Core:		
Electives:		
Program Total Credits (minimum 30 credits):		

Footnotes:

See master degree program requirements in Graduate Handbook <https://www.k-state.edu/grad/student-success/graduate-handbook/chapter2.html>

Doctoral Degrees Template:

Description of program, including:

- Number of credits
- Admission requirements
- Contact information for graduate program coordinator

Required Courses:		
Concentration Courses:		
Research:		
Program Total Credits:		60
<i>Students who hold a Master's degree may request transfer of up to 30 hours of that degree toward a Doctoral degree</i>		30
Total Credits:		90

Dissertation Requirements:

After successfully completing the comprehensive exam, students must enroll in 6 credit hours of dissertation per semester, excluding summer semester, until the dissertation is complete or 18 credit hours are completed. After 18 credit hours of dissertation are completed, a student must enroll in 1 hour per semester, excluding summer semester, until the dissertation is completed.

See doctoral degree program requirements in Graduate Handbook

<https://www.k-state.edu/grad/student-success/graduate-handbook/chapter3.html>

1.a.ii. Examples of rationale and impact statements

Rationale #1

Financial Economics is a unique secondary major at Kansas State University designed to equip students with a unique set of knowledge, critical thinking skills, analytical skills and collaborative mindset to enable these students to effectively compete for effective career placements. The secondary major in financial economics will make it possible for majors in finance and other related disciplines to demonstrate an additional set of economic competencies which are highly valued by employers. This secondary major will allow these students to enhance the skills associated with a traditional finance major with a wide variety of electives in relevant fields such as Economics, Agricultural Economics, Math and Statistics.

Rationale #2

The performing arts industry is one of the fastest growing in the United States. A large number of prospective students seek career opportunities beyond performing and teaching careers and in music marketing and management. Combining a liberal arts degree in music with the Master of Business Administration in an accelerated program would allow interested students to more quickly complete both degrees and would improve the breadth of job opportunities available to them immediately upon graduation.

Impact #1

No impacts have been identified. (There are no degrees - or certificates - like this in the State of Kansas).

Impact #2

This program would lead to increased enrollment in several graduate level courses in the College of Education. The creation of this program is being developed in collaboration with Prof. Haijun Kang in the Department of Educational Leadership and Prof. Royce Ann Collins, Chair, Department of Educational Leadership. Both are strongly in favor of implementation of this program.

Impact #3

As an interdisciplinary program, connection to multiple programs have been identified below. All elective offerings were contacted, approved, and recorded before entry into Curriculog.

Deans Council meeting- Dean Tolar presented one-page overview of proposal at January 2022
Deans Council meeting

2/3/2022- Contacted Dr. Markham approving of HDFS 719 and 714

2/27/2022- Contacted Dr. Rolley, approving of CDPLN 705 and 635. Met with Dr. Gibson and added addition offerings from CDPLN.

3/2022- Contacted Dr. Turnley, added MANGT 860.

1.a.iii. How to attach a supporting impact statement

The impact statement within Curriculog should include an attachment with the information about which units were contacted, the date of the contact, and the names of the people contacted. If the solicitations and responses occurred over email, provide the text of the interactions. Organize the material provided by using section headings to make it easy for the Academic Affairs committee to find the relevant information related to each unit being contacted. All of this information should be provided in a single file titled "Impact-xxx".

1.b. Assessment plan checklist

Define educational/programmatic goals for the major or program

What are the goals of your program? What type and level of mastery are you trying to develop?

If this is a 4+1 (Accelerated Program) proposal, (a) if assessment for this proposal falls within existing Bachelor's and Master's assessment processes, explain why they suffice, (b) if providing a new assessment plan specific to the accelerated program, clearly state the assessment plan as distinct from the plans for the existing components (Bachelors/Masters).

List Student Learning Outcomes and Methods (as available)

SLOs must be measurable and express the learning that a student is expected to demonstrate upon completion of an academic program. Note, if this is a new program, it is not necessary to have the details worked out. The presence of a good scoring plan is better than providing a detailed, but flawed, approach (e.g., relying on overall course grades).

An outcome statement contains all three of the following elements:

- what is to be learned (knowledge, skill, attitude),
- what level of learning is to be achieved (criteria, standard), and
- under what conditions the learning is to be demonstrated

Align Student Learning Outcomes with University Graduate Outcomes (and accreditation requirements, if applicable)

Indicate how each SLO aligns with the University graduate program SLOs (Knowledge, Skills, Attitudes & Professional Conduct; see below for definitions). If you have one or more SLOs that must be aligned to an accreditation requirement, please indicate. At a minimum, provide an alignment matrix (examples to follow). Feel free to add explanatory text.

University Graduate Student Learning Outcomes (approved by Graduate Council, 2003)

The following is for your information. Please do not include this text in your submission, only the matrix accompanied by any necessary explanatory text.

Knowledge

Demonstrate thorough understanding and/or competency in a specific area of emphasis, study, or profession.

Skills

Demonstrate the ability to apply knowledge through critical thinking, inquiry, analysis, and communication to solve problems and to produce scholarly and creative works including but not limited to design, art, performance, original research in the form of thesis or dissertation.

Attitudes and Professional Conduct

Exhibit an awareness of their responsibilities (professional integrity, ethical behavior, ability to work with diverse groups of peoples, etc.) and engage in professional conduct towards all constituent groups, including students, faculty, public, etc.

EXAMPLE OF ALIGNMENT MATRIX (stripped down)

Student Learning Outcome	K-State SLO			Accreditation Requirement
	K	S	A&PC	
Understanding of the key principles of biochemistry at an advanced level	X			
Ability to design and carry out experiments (safely) and to interpret experimental data	X	X		
Ability to collaborate with other scientists, including people of diverse backgrounds		X	X	1
Awareness of ethical issues in biochemical research and careers			X	2

Note: Additional Association for Fantabulous Scholarship accreditation requirements:

1. Respect for and understanding of cultural and individual diversity.
2. Conforms to ethical guidelines laid out in the *Belmont Report*.

Provide Curricular/Assessment Matrix

Supplement with any explanatory text, as necessary.

EXAMPLE 1

Key: "I"=Introduced; "R"=reinforced and opportunity to practice; "M"=mastery at the advanced or exit level; "A"=assessment evidence collected

Course/Activity	Student Learning Outcomes		
	Knowledge	Skills	Ethics and Conduct
PSYCH 802 – Methods I	I	I	I
PSYCH 805 – Methods II	R	R	
PSYCH 968 – Ethics			I/R
PSYCH 958 or 961 – Adv Methods	M	M	
Core Courses (5 of 9)	R		
Electives	R		
899	R	R	R
999	M	M	M
Annual evaluation	A	A	A

EXAMPLE 2

Key: X – Taught/covered; A - Assessed

PhD Requirements	Knowledge	Skills	Communication	Conduct
Course Requirements	X	X		
Qualifying Exam	A			
Comprehensive Exam	A	A		
Seminar Requirements	X		X	X
Dissertation	X	X	X	
Final Examination	A	A	A	A

Design the Assessment Plan: Who are assessed and When

- Who – All students, or students enrolled in a particular class, a random sample, etc.
- When – Should match the assessment plan matrix above.
- Faculty Review Process – How will the SLOs be used to update curriculum or assessment tools?

Upload

Upload to Curriculog the assessment plan along with scoring devices as a *single* document with the following organization and naming scheme:

- The assessment plan file should have a name that starts with “ASL-”.
- Provide one document even if it’s a 4+1 (accelerated) proposal with two assessment plans.
- The scoring devices (e.g., rubrics), if already developed, should be included in the single document rather than separate documents for each.

Additional Resources

The Office of Assessment has provided a number of additional resources that will prove helpful in creating an Assessment Plan: <https://www.k-state.edu/assessment/toolkit/>

1.c. Accelerated program checklist

- Proposal has to be submitted in Curriculog
- Supporting document conform to the example and template provided below. For more information, see [Graduate Handbook 2.K.](#)
- Consult the Accelerated Degree Example file under “Graduate Program Resources” at [CCAP BPGs](#). For the template, see the BPG - Graduate Program Template file (starting on page 5) at the same url. This uploaded file should include “Program-” as a prefix in the title before upload to Curriculog.
- Identify a list of up to 5 courses that count towards both the Bachelor’s and Master’s
 - These courses should appear in the Example/Template format that is attached to the Curriculog proposal.
 - When choosing these courses, ensure that these are the most likely courses that will be taken by the students for this purpose; deviations will need to be addressed through POS revisions. All of the courses must be suitable for graduate credit in the Master’s program. If they are in the major field of study for the Master’s, they must be 600-level or higher. If they will serve as electives for the Master’s, no more than two (6 credits) should be at the 500-level (see Grad Handbook 2.D1).
 - The student may use 9 credits in graduate courses – no more, no less – toward both programs. These courses will be designated by the Registrar’s office in DARS for compliance with federal aid requirements.
 - Note that these graduate courses can count toward the Master’s degree only if they are taken *after* acceptance in the accelerated program.
- Develop and Provide the Assessment Plan
 - The supporting material for the assessment plan should all appear in a single pdf uploaded as an attachment. This document should include “ASL-” as a prefix for the file’s title.
 - The program may either submit a new assessment plan specifically designed for the accelerated program or may use the existing Bachelor’s and Master’s assessment plans.
 - If based on existing plans, include a statement that they will be used for the accelerated program in the ASL file, and these plans must be included in the ASL file uploaded to the Curriculog proposal.
- The admissions requirements** into the accelerated program should appear in the document attached to the Curriculog submission (see Example and Template). These requirements should also be copied into the Admissions Requirement field in Curriculog.

The requirements for admissions into the accelerated program are found in Graduate Handbook 2.K. and are in the Example file linked above:

- The student must be enrolled in a Bachelor’s program that is part of an accelerated program
- Student must have completed a minimum of 75 credit hours toward the undergraduate degree at time of application
- Student GPA must be a min of 3.0
- Must meet all other Grad School admission criteria
- Must meet graduate program admission criteria (if different from Graduate School requirements)

- Student must NOT have completed their Bachelor’s coursework
- Student has to apply to the accelerated program
- Student will be admitted to Graduate School with provisional status
- Student receives full graduate status after all undergrad requirements are satisfied including the 9 credits that count towards both UG and GR degree and the student has received their Bachelor’s degree. Full admission into the Master’s program thus occurs at a later date than admission into the accelerated program.

1.c.i. Example Curriculog entry – *select pages and portions*

Accelerated Music (B.A.) Master of Business Administration (MBA)

Curriculum - New - Major - v22.23

General Catalog Information (NEW)

Contact person* Bryan Pinkall

Department* Music, Theatre, and Dance

Type of Program* Program
 Shared Core

Program/Plan Name* Accelerated Music (B.A.) Master of Business Administration (MBA)

Need help with Program Name?

Use format: Title (Degree)
 Examples:
 Accounting (B.S.) | Agronomy (M.S.) | English (M.A.) | Chemistry (Ph.D.)
 Mathematics (B.A./B.S.)

Projected Term* 2235 Fall 2023

Need help? See [Deadlines](#)

Program Level* Undergraduate
 Graduate

Degree Code* Bachelor of Arts (BA) Master of Business Administration (MBA)

https://kstate.curriculog.com/proposal:8472/print

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KBOR Rationale for programs requiring over 120 credits

Students participating in this concurrent B.A./M.B.A. program will receive both undergraduate and graduate degrees.

Transcript/Diploma Name: * Bachelor of Arts in Music/Master of Business Administration

Program Category: * Plan Sub-Plan(s)

Special Program Types Accelerated Degree Program (BS/MS, etc...)

If Interdisciplinary: Please List College/Department Collaborators

CIP Code: * 50.0901 Music 52.0201 Business Administration and Management

Need help selecting CIP?

see full list at: [CIP Codes](#)

To find CIP codes currently in use at K-State see the following lists:

[Majors](#) | [Certificates](#) | [Minors](#)

Questions? contact Institutional Research at reportinganalytics@k-state.edu

Additional Catalog Items: Major (Plan/Sub-Plan) NEW

Campus plan: * Manhattan Campus-Based (MANHAT) Manhattan Online (ONLINE) Olathe Campus-Based (OLATHE) Olathe Online (ONLOLT) Salina Campus-Based (SALINA) Salina Online (ONLSAL)

Explain campus offerings: * In-person; music courses are often collaborative and require in-person lessons, rehearsals, and performances.

Total Hours Required * 147

We are moving to only showing the credits for the Master's program here. In this case, this number would be 36 credit hours.

Catalog Description* Students that successfully complete this program will receive both a Bachelor of Arts in Music (B.A. Music) and a Master of Business Administration (M.B.A.) in an accelerated 5-year plan.

Admission Requirements The application and admission process is the same as for the traditional MBA degree except that completion of the BA degree is not required. The following requirements must be met before an individual can be admitted into this program:

- The student must be seeking the Bachelor of Arts in Music degree at Kansas State University.
- The student must have completed 75-90 credit hours toward the B.A. degree.
- The student's cumulative undergraduate GPA must be at least 3.0.
- Students are responsible for researching financial aid implications of starting an accelerated degree program.
- A student who has completed all coursework for the bachelor's degree is not eligible for the accelerated program.

Graduation Requirements A maximum of 9 graduate credit hours from the MBA degree may be counted toward the Bachelor of Arts degree in Music. Some additional conditions are:

- The student must complete 30 graduate credit hours with a graduate GPA of at least 3.0.
- The student must complete all undergraduate degree requirements with the exception of 9 credit hours taken at the 700 level that satisfy the undergraduate and graduate program requirements.
- In the event that the student begins this program but does not wish to finish the MBA degree requirements, the student must notify the Dean's Office immediately. A notation on the student's transcript will indicate courses taken at the graduate level were applied to the bachelor's degree.
- Students in concurrent programs may apply to be awarded with their bachelor's degree the semester they complete degree requirements, which may occur 1 to 2 semesters prior to completion of the MBA degree.

Major (Plan/Sub-Plan) Curriculum Process Layout (NEW)

Curriculum Attributes **Accelerated**

If new courses are proposed to support this curriculum, then list them here: MUSIC 731, MUSIC 732, MUSIC 733

1.c.ii. Example catalog entry

Accelerated B.S./M.S. in **Program Name**

The accelerated BA/BS in **Program Name**/MA/MS **Program Name** will provide high-performing undergraduates the opportunity to pursue an accelerated MA/MS in **Program Name** with early admission to the graduate program as well as the ability to count nine credit hours of coursework in their graduate program toward their undergraduate unrestricted electives.

Admission Requirements

Students applying for the accelerated program are not required to have completed their bachelor degree prior to pursuing the master program. The following requirements must be met before an individual can be admitted into this program:

- The student must be seeking the bachelor's degree in **Program Name**
- The student must have completed a minimum of 75 credit hours toward the bachelor degree at time of application for admission to the accelerated program
- The student's cumulative undergraduate GPA must be at least 3.0.
- Student must meet all other Graduate School admission criteria as outlined in the Graduate School Handbook
- A student who has completed all coursework for the bachelor's degree is not eligible for the accelerated program. The student will be admitted into the accelerated program with a provisional graduate admission status
- Upon successful completion of 9 credits that count towards both bachelor and master degree, the student will receive full admission to the master program

Program specific admission requirements: _____

Graduation Requirements

- If all other bachelor degree requirement are met, after completion of the nine (9) graduate credit hours from the master degree that are counted toward the bachelor's degree in **Program Name**, the student can apply to be awarded the bachelor's degree. This may occur 1 to 2 semesters prior to completion of the master's degree.
- The student must complete 30 graduate credit hours with a graduate GPA of at least 3.0., including the 9 credits that count towards both bachelor and master degrees.
- In the event that the student begins this program but does not wish to finish the MA/M.S. in **Program Name** degree requirements, the student must notify the College Dean's Office and Graduate School office immediately. A notation on the student's transcript will indicate courses taken at the graduate level were applied to the bachelor's degree only.

Course Requirements

BS/MS Courses (counted toward both degrees)

<List up to 5 courses. The students can choose three courses for a total of 9 credits>

Master's Degree Requirements

<This list shall not include the grad courses that are counted towards both degrees>

Required Courses

<provide list of courses>

Elective Courses or Concentrations

<provide list of courses>

Thesis/Final Project Requirements

Total Hours Required for Master's:

2. New Course Checklist

- Demonstrate a need and rationale for new course.
- Impact on other units. Document consultation with colleges, departments, stakeholders about the course proposal. Discuss with Associate Deans of Colleges potentially impacted. Upload to Curriculog impact statements (including those of “no impact”) from other units and organize them in the attachment. *A failure to contact relevant units is a major cause of delays in processing.* Contacted units have two weeks to respond; a failure to respond will be considered “no impact” – upload the initial contact information with a date.
- If there is a change in prefix, number or title, does this affect other units? If yes, contact the units and provide statement of support from them.
- Credit hours match class requirements
- Course description summarizes the goal of the course and is \leq ~500 characters. No grammar or spelling errors.
- Document the need for proposed course prerequisites.

3. Curriculum/Course Revision Checklist

- If a curricular change, use the appropriate Curriculog form: change to major, certificate, course
- Is the course/curriculum change a very small one – e.g., fixing typos or grammatical errors, adding a topic to the description, course grading basis, etc.? If so, use Course – System Request in Curriculog. These changes do not need to go through Graduate Council, Faculty Senate, etc. Requirements are found in the “Approval, Routing, and Notification” document and summarized in Curriculog.
- Is the curriculum change only to update the permitted electives? If so, use the Elective List Update form in Curriculog.
- Explain the proposed change and the rationale for the change in the Rationale and Impact section of Curriculog
- Document any impacts of the change in the Rationale and Impact section of Curriculog. Document consultation with colleges, departments, stakeholders about the program proposal. Discuss with Associate Deans of Colleges potentially impacted. Upload to Curriculog impact statements (including those of “no impact”) from other units and organize them in the attachment. *A failure to contact relevant units is a major cause of delays in processing.* Contacted units have two weeks to respond; a failure to respond will be considered “no impact” – upload the initial contact information with a date.
- If submitted as expedited, ensure expedited criteria met. Check requirements in Curriculog to determine if proposal does not have to follow Standard process.

4. Discontinue Curriculum/Course Checklist

- Use the appropriate Curriculog form: discontinue major, certificate, or course
- Explain the proposed change and the rationale for the change in the Rationale and Impact section of Curriculog
- Document any impacts of the discontinuation in the Rationale and Impact sections of Curriculog. Document consultation with colleges, departments, stakeholders about the discontinuation. Discuss with Associate Deans of Colleges potentially impacted. Upload the impact statements (including those of “no impact”) from other units and organize them in the attachment. *A failure to contact relevant units is a major cause of delays in processing.* Units contacted have two weeks to respond; a failure to respond will be considered “no impact” – upload the initial contact information with a date.
- Curriculum* discontinuation: Document a transition plan in Curriculog for students currently enrolled and the semester in which the program will end.
- Course* discontinuation: Document the semester in which the course will be taught for the last time.