II. ACADEMIC PROGRAMS AND POLICIES

CURRICULUM NOMENCLATURE

The following naming conventions are used to clarify appropriate interpretation of the relative importance of degrees, majors and sub-hierarchical degree categories. To that end, the following descriptors are used to denote hierarchical names and requirements pertaining to those degree program levels.

- **DEGREE**: A general degree name (e.g., Bachelor of Science) conferred on students upon completion of a unified program of study. Some professional degrees denote the field of study in the degree name (e.g., Master of Public Administration).

- **MAJOR**: A program of requirements for completion of a degree as authorized by the Kent State Board of Trustees and the Ohio Board of Regents. The major may represent a field of study (e.g., Biology) or be interdisciplinary (e.g., Digital Sciences).

- **CONCENTRATION**: The second sub-hierarchical expression of degree requirements; a subset of program requirements within a major where two or more explicitly designated concentration choices share a common core in the major.

- **OPTION**: A subset of requirements for focus within a concentration where two or more option choices exist and in which the options are stipulated parts of degree requirements. In Banner and on transcripts, options are connected to concentrations with one name (e.g., Reporting/Editing–Magazine, Reporting/Editing–Newspaper).

CURRICULUM DEFINITIONS

**MAJOR**

An academic major is a curriculum component that enables students to make an in-depth inquiry into a discipline or a professional field of study. It is organized around a specific set of goals, objectives and student learning outcomes that are accomplished through an ordered series of courses whose connections define an internal structure. A major that focuses on a discipline typically draws its courses predominantly from one department. One that encompasses a professional field of study or is interdisciplinary usually obtains its courses from more than one department/school.

Departments or dependent schools have the responsibility for administering majors within their unit and for approving particular programs of study and appropriate course substitutions for students. Those departments involved with interdisciplinary majors perform the same functions as individual departments. Courses taken to fulfill other academic requirements, e.g., minors and areas of specialization, are sometimes specified within the requirements for a degree; however, students may not declare a major and a minor in the same discipline.

One important aspect of a major is the opportunity it affords students to study a field in depth. A major introduces students to a discipline or field of study through a foundation of theory and method, which serves as a basis for further study. It exposes them to the gamut of topics examined and the analytical devices used in the study of the subject. It contains a core series of courses of advancing levels of knowledge and understanding. Study in depth provides students with an understanding of the fundamental problems and arguments of a discipline or field of study, as well as its limits. It affords students practice with the tools of the subject, introduces them to its historical and philosophical foundations and gives them a clear sense of its boundaries and its effectiveness as a means for understanding or serving human society.

See “Active Programs 2012 (Excel)” document on the Curriculum Services website (www.kent.edu/provost/curriculum) for all active majors offered at Kent State.
MINOR

An academic minor is a curriculum component, smaller than the major, that enables a student to make an inquiry into a discipline or field of study or to investigate a particular theme. The purpose of a minor is to provide formalized guidance to students in selecting courses in a field or content area that is outside the major and to provide formal recognition of that work on the transcript. Minors may be centered in a specific department or be drawn from several departments, as in the case of an interdisciplinary topical or thematic focus.

A minor is minimum 12 credit hours and normally contain between 18 and 25 credit hours, with at least 9 of those hours being upper-division credit. Minors are sponsored by the unit that offers the courses in that discipline.

Students may not pursue a minor and a major in the same discipline. Students must formally declare a minor, similar to the process by which they declare the major.

See “Active Programs 2012 (Excel)” document on the Curriculum Services website (www.kent.edu/provost/curriculum) for all active minors offered at Kent State.

CERTIFICATE

Certificate programs exist at Kent State University to make available a flexible curricular structure to deliver focused instruction and formalized guidance to students in areas that address contemporary, topical and/or workplace needs. Formal recognition of certificate completion is given on the student’s academic transcript. Certificates may be pursued by and granted to students whether or not they are enrolled in a degree-granting major; however, all students who are granted a certificate must meet institutional admissions and graduation standards.

Certificate programs normally contain between 15 and 25 credit hours of coursework from the existing inventory, with a maximum of 9 credits of variable topic (special topics, seminar, etc.) courses. Graduate certificates that exceed 21 credit hours must be approved by the Ohio Board of Regents.

Effective July 1, 2011, certificate programs that are eligible for federal financial aid for students are considered under the “gainful employment” regulations. Therefore, institutions are required on annual basis to disclose in a public manner (e.g., University Catalog) data on on-time graduation rate; job placement rate; tuition, fees and costs of books and supplies; median loan debt incurred by the students; and occupations for which the certificate will prepare/has prepared the student. Academic units will be responsible for submitting the job placement rates. More information on the gainful employment regulation is found at ifap.ed.gov/GainfulEmploymentInfo.

The Ohio Board of Regents defines the level of certificate programs as the following (adapted from IPEDS Completion Survey Glossary):

**Postsecondary – Less Than One Academic Year:** Requires completion of an organized program of study at the post-secondary level (below the baccalaureate) in less than one academic year. Total program must be minimum 16 credit hours (for students to be eligible for federal financial aid) and less than 30 semester credit hours. (Banner code is CER1-1xx.)

**Postsecondary – One to Two Academic Years:** Requires completion of an organized program of study at the postsecondary level (below the baccalaureate) in at least one but less than two full-time equivalent academic years. Total program must be more than 30 and less than 60 semester credit hours. (Banner code is CER2-2xx.)

**Post-Baccalaureate:** Requires completion of organized program of study of 18 credits beyond the baccalaureate. The post-baccalaureate certificate is designed for people who have completed a bachelor’s degree; however, it does not meet the requirements of a master’s degree. Total program must be minimum 15 credit hours for students to be eligible for federal financial aid. (Banner code is CER6-6xx.)
Post-Master’s: Requires completion of an organized program of study, typically at least 24 credit hours, beyond the master’s degree. The post-master’s certificate is designed for people who have completed a master’s degree; however, it does not meet the requirements of a doctorate. (Banner code is CER8-8xx.)

Approved certificate programs must be reviewed by its sponsoring unit every five years, and a recommendation made on the continued status of the program. This review should assess achievements relative to the stated goals of the program and be submitted to the Educational Policies Council as an information item.

See “Active Programs 2012 (Excel)” document on the Curriculum Services website (www.kent.edu/provost/curriculum) for all active certificates offered at Kent State.

ASSOCIATE DEGREE

Associate degrees are awarded only on Kent State’s Regional Campuses and are designed to permit a student to complete the freshman and sophomore years of a baccalaureate program and/or to prepare students for immediate employment in a technology field. Associate degree programs must contain a minimum of 61 semester credits and not exceed a maximum of 73 semester credits. They should not exceed four semesters of full-time study.

The Associate of Arts (AA) and Associate of Science (AS) degrees provide a planned program of study that is generally equivalent to the first two years of a baccalaureate. The program may also be used for students desiring two years of a general education with emphasis in the arts, social sciences or humanities (for the AA degree) or in the natural sciences and mathematics (for the AS degree).

The curriculum structure of the AA and AS degrees at Kent State University includes the following:

<table>
<thead>
<tr>
<th>Curriculum Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>freshmen orientation (US 10097)</td>
<td>1</td>
</tr>
<tr>
<td>Kent Core (general education requirement)</td>
<td>36</td>
</tr>
<tr>
<td>general electives *</td>
<td>24</td>
</tr>
<tr>
<td><strong>Minimum Total</strong></td>
<td><strong>61</strong></td>
</tr>
</tbody>
</table>

* Electives are chosen in the students’ area of interest and/or to meet the requirements of the bachelor’s degree they are wishing to pursue.

Ohio Administrative Code 3333.1.04 Standards for Approval of Associate Degree Programs states the Associate of Applied Business (AAB) and the Associate of Applied Science (AAS) degrees are “awarded for the successful completion of a planned program of instruction in a technology, the primary objective of which is the preparation of individuals for paid and unpaid employment in that technology, or for additional preparation for a career requiring other than a baccalaureate or advanced degree.”

The curriculum structure of AAB and AAS degrees at Kent State includes the following:

<table>
<thead>
<tr>
<th>Curriculum Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>freshmen orientation (US 10097)</td>
<td>1</td>
</tr>
<tr>
<td>Kent Core (general education requirement)</td>
<td>15</td>
</tr>
<tr>
<td>major (technical) requirements **</td>
<td>varies</td>
</tr>
<tr>
<td>additional program requirements (related) **</td>
<td>varies</td>
</tr>
<tr>
<td>general electives **</td>
<td>varies</td>
</tr>
<tr>
<td><strong>Minimum Total</strong></td>
<td><strong>61</strong></td>
</tr>
</tbody>
</table>

* One course from each of the following five categories: (1) Composition, (2) Mathematics and Critical Reasoning, (3) Humanities or Fine Arts, (4) Social Sciences and (5) Basic Sciences.

** Non-technical requirements (including Kent Core and courses basic or closely related to the technical field) should make up approximately 50 percent of total program.
The **Associate of Technical Study** (ATS) degree is an individually planned technical program designed to respond to needs for specific career objectives that are not served by existing degree programs. The ATS degree is divided into two categories at Kent State:

- **Category A** allows students to develop, in consultation with a faculty advisor, an individualized course of study drawn from two or more technical programs offered at Kent State. Students in the ATS degree category A declare the Individualized Program major.

- **Category B** provides associate degree completion based on a technical certificate or other formal technical training programs. Students are awarded a maximum of 30 credit hours toward the degree for college-level courses completed or training received from other institutions of higher education, vocational centers or other educational enterprises that are regionally accredited and/or recognized by the U.S. Department of Education. Students in the ATS degree category B declare the appropriate university-approved major in their field.

The curriculum structure of the ATS–category B degree at Kent State University includes the following:

<table>
<thead>
<tr>
<th>Curriculum Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>freshmen orientation (US 10097)</td>
<td>1</td>
</tr>
<tr>
<td>Kent Core (general education requirement) *</td>
<td>15</td>
</tr>
<tr>
<td>articulated credit **</td>
<td>max 30</td>
</tr>
<tr>
<td>major (technical) requirements **</td>
<td>varies</td>
</tr>
<tr>
<td>additional program requirements (related) **</td>
<td>varies</td>
</tr>
<tr>
<td>general electives **</td>
<td>varies</td>
</tr>
<tr>
<td><strong>Minimum Total</strong></td>
<td>61</td>
</tr>
</tbody>
</table>

* One course from each of the following five categories: (1) Composition, (2) Mathematics and Critical Reasoning, (3) Humanities or Fine Arts, (4) Social Sciences and (5) Basic Sciences.

** The ATS degree should comprise minimum 30 credit hours technical coursework (may include articulated credit) and minimum 28 credit hours non-technical coursework (including Kent Core).

See “Active Programs 2012 (Excel)” document on the Curriculum Services website ([www.kent.edu/provost/curriculum](http://www.kent.edu/provost/curriculum)) for all active majors offered under these degrees at Kent State.

**BACHELOR’S DEGREE**

The bachelor’s degree (baccalaureate) is usually the first academic title or rank conferred on a student by the university for satisfactory completion of a prescribed four-year course of study, and it is authenticated by a diploma signifying the achievement. Its purpose is to enable a student to acquire a certain amount of liberal learning and to become proficient in a particular branch of learning. The degree requires a minimum of 121 semester credit hours of coursework, although some specialized programs may require more. As part of this requirement, all students must complete minimum 36 semester hours of the Kent Core. The curriculum structure of the bachelor’s degree at Kent State University includes the following:

<table>
<thead>
<tr>
<th>Curriculum Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>freshmen orientation (US 10097)</td>
<td>1</td>
</tr>
<tr>
<td>Kent Core (general education requirement)</td>
<td>36</td>
</tr>
<tr>
<td>two designated-diversity courses (global/U.S.)</td>
<td>varies</td>
</tr>
<tr>
<td>designated writing-intensive course</td>
<td>varies</td>
</tr>
<tr>
<td>approved experiential learning activity</td>
<td>varies</td>
</tr>
<tr>
<td>major requirements</td>
<td>varies</td>
</tr>
<tr>
<td>additional program requirements</td>
<td>varies</td>
</tr>
<tr>
<td>concentration requirements, if any</td>
<td>varies</td>
</tr>
<tr>
<td>general electives</td>
<td>vary</td>
</tr>
<tr>
<td><strong>Minimum Total</strong></td>
<td>121</td>
</tr>
</tbody>
</table>

Within this structure, the content of programs determines the type of bachelor’s degree.
Majors within the Bachelor of Arts (BA) degree usually are aimed at liberal learning; they tend to teach qualitative methods of scholarship, and they ordinarily have a small major and a relatively large number of electives, which makes the degree flexible.

Majors within the Bachelor of Science (BS) degree generally are oriented toward more specialized preparation; they tend to teach quantitative methods of scholarship, and they usually have a large number of major requirements, which somewhat limit the flexibility of the degree.

The Bachelor of Integrative Studies (BIS) degree (formerly the Bachelor of General Studies degree) permits students to construct their own areas of focus within structured limits.

The Bachelor of Technical and Applied Studies (BTAS) is an adult-completion degree designed to accommodate varied educational backgrounds.

Professional bachelor’s degrees tend to have a greater percentage of required courses in the content of the discipline as they prepare graduates for a specific profession. These programs usually require a core of professional studies that conforms to the standards of an accrediting agency or other professional body. The size of the professional core ordinarily restricts the number of hours that are available outside the associated major. Kent State University offers eight professional undergraduate degrees: the Bachelor of Applied Horticulture (BAH), Bachelor of Business Administration (BBA), Bachelor of Fine Arts (BFA), Bachelor of Music (BM), Bachelor of Radiologic and Imaging Sciences Technology (BRIT), Bachelor of Science in Education (BSE), Bachelor of Science in Nursing (BSN) and the Bachelor of Science in Public Health (BSPH).

“2+2” Bachelor’s Degree Programs: Several baccalaureate programs at Kent State University can be completed with approximately two years of additional full-time study after completion of an associate degree at the Regional Campuses. Some course selections leading to associate degrees are more acceptable than others as components of baccalaureate programs, and exact requirements for additional study vary.

See “Active Programs 2012 (Excel)” document on the Curriculum Services website (www.kent.edu/provost/curriculum) for all active majors offered under these degrees at Kent State.

MASTER’S DEGREE

In broad terms, entry into a master’s degree indicates that the student has sufficient preparation in a field of study to pursue greater specialization in that field. The degree program is designed to assure mastery of specified knowledge and skills, rather than a random accumulation of credits beyond the baccalaureate. Despite differences in title and objective, all master’s degrees share common characteristics. The degree normally requires one to two years of full-time study and the completion of a minimum of 30 semester hours of credit beyond the baccalaureate. Some specialized masters degrees may require more than this minimum. The basic components of the degree may vary in emphasis, but generally include a common core in the discipline; an integrative experience such as a seminar or practicum to synthesize the program’s content and/or to translate theory into practice; and a summative experience to measure achievement and intellectual growth such as a thesis, research paper and/or comprehensive examination. Academic credit applicable to the degree is only awarded for those courses designed to expand and strengthen skills beyond the level of the baccalaureate. Degree credit is not awarded for courses that are remedial or designed to fulfill prerequisites for admission.

Majors within the Master of Arts (MA) degree tend to emphasize liberal learning and qualitative methods of scholarship within a specific discipline. MA degree requirements often favor electives outside the discipline of the major.

Majors within the Master of Science (MS) degree tend to emphasize professional preparation and quantitative methods of scholarship within a specific discipline where scientific methodology predominates. MS degree requirements often favor requirements within the major.
The aim of professional master’s degrees is to emphasize a core of professional studies for professional practice, focusing on skills and practical analysis over theory and research. Kent State offers 16 professional master’s degrees: Master of Architecture (MArc), Master of Arts in Economics (MAE), Master of Arts in Teaching (MAT), Master of Business Administration (MBA), Master of Digital Sciences (MDS), Master of Education (MEd), Master of Fine Arts (MFA), Master of Liberal Studies (LSM), Master of Library and Information Science (MLIS), Master of Music (MM), Master of Public Administration (MPA), Master of Public Health (MPH), Master of Science in Accounting (MSA), Master of Science in Nursing (MSN), Master of Technology (MTech) and Master of Urban Design (MUD).

See “Active Programs 2012 (Excel)” document on the Curriculum Services website (www.kent.edu/provost/curriculum) for all active majors offered under these degrees at Kent State.

POST-MASTER’S DEGREE

The Educational Specialist (EdS) degree is a sixth-year, self-contained degree program at the post-master’s level. The program is designed to provide additional preparation beyond the master’s degree without the research and scholarly focus of the doctorate. The basic components of the degree may vary in emphasis but will generally include the following: a set of core courses, a demonstration of relevant competency in research, a clinical field study experience and electives designed to assist the student in achievement of career goals. The program normally includes one or more experiences that provide opportunity to integrate theory and practice and a summative experience as a context for measuring achievement and intellectual growth.

See “Active Programs 2012 (Excel)” document on the Curriculum Services website (www.kent.edu/provost/curriculum) for all active majors offered under these degrees at Kent State.

DOCTORAL DEGREE

The Doctor of Philosophy (PhD) degree is designed for students interested in becoming professional scholars, college and university teachers or independent research workers and leaders in industry and private or government research institutions. It builds on the breadth and study-in-depth provided by a baccalaureate and the specialization acquired in the master’s degree. Its specific purpose is to give students the analytic and research skills to function as a scholar in a discipline. The PhD represents the highest level of academic certification at Kent State University and assures that its graduates have the scholarly skills to discover, interpret, integrate, apply and communicate the accumulated knowledge of a discipline.

The curriculum of the PhD degree combines core coursework, a cognate (related) field, a comprehensive written and oral examination and a written cumulative product (dissertation) that shows the results of a scholarly work of original resource and is presented orally to a professional audience of scholars. The degree requires a minimum of 90 semester hours beyond the bachelor’s degree, or 60 hours beyond the master’s degree.

Professional doctoral degrees educate students for professional practice, rather than the research-focused Doctor of Philosophy. The degree is awarded after a period of study such that the total time to degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Kent State offers three professional doctorates: Doctor of Audiology (AuD) in association with the Northeast Ohio Audiology Consortium, Doctor of Nursing Practice (DNP) and Doctor of Podiatric Medicine (DPM).

See “Active Programs 2012 (Excel)” document on the Curriculum Services website (www.kent.edu/provost/curriculum) for all active majors offered under these degrees at Kent State.
INTER-INSTITUTIONAL AGREEMENTS WITH CURRICULAR IMPLICATIONS

An articulation agreement or memorandum of understanding that specifies the rights and privileges of students moving from one institution to another are referred to as inter-institutional agreements. The usual common denominator of such agreements is academic course credit, although other issues such as admission priority, catalog rights, access to residence halls and other student services may be involved. Below are general definitions of some common agreements:

Two-plus-two (2+2) articulation is a formal agreement between institutions whereby eligible associate degree holders are guaranteed matriculation into the third year of a specific four-year bachelor's degree at Kent State. Example: Students who earn the AAB degree in Hospitality Management at Cuyahoga Community College, upon admission to Kent State, may matriculate into the third year of the university's BS degree in Hospitality Management.

Dual admission programs articulate a four-year degree across two institutions, with the usual intent for students to complete the first two years at a community college and final two years at Kent State. These are similar to 2+2 programs except that students are admitted concurrently to both institutions and are guaranteed catalog rights from the year they enter the agreement. There are separate faculty bodies and, for the most part, separate curricular and requirements to achieve the two degrees.

Joint, consortia or dual enrollment agreements are collaborations between institutions to offer one degree program. Students admitted to a program will choose one “enrollment” university for the purposes of transcript, registration and degree granting. However, there is, typically, one faculty body, and students are able to take courses at the partnering institutions. Example: Master of Fine Arts degree in Creative Writing at Kent State, University of Akron and Youngstown State.

Cross registration agreements between post-secondary institutions allow students enrolled at one institution (home institution) to take courses at another institution (host institution). The host institution determines registration dates, course availability and any special course fees, and will send a grade report to the home institution at the end of the term. Students may cross register at only one institution per term and may take a specified number of courses each term.

Dual credit agreements allow high school students to register for a Kent State course taught in the high school by a Kent State-approved high school instructor (i.e., adjunct status) for high school and college credit. Dual-credit courses offered in high schools through Kent State must duplicate the course delivered at a Kent State campus to matriculated students. Courses taken for dual credit become part of the high school student’s official college transcript; therefore, the earned course and credits will be accepted at Kent State.

Partnerships provide mutual support for the offering of an academic program. Example: Kent State offering the Bachelor of Business Administration degree onsite at Lorain County Community College.

College tech prep prepares high school students for post-secondary education and high-skill, high-demand technical careers. The nationwide program provides students with a planned program of study starting in grade nine and continuing through a college degree, and incorporates college prep academics with hand-on career technical skills. Upon completion of the high school portion of the curriculum, students who have met the established criteria are eligible for articulated college credit at Kent State University. Example: Students completing the Veterinary Science program at the Columbiana County Career and Technical Center, upon admission to Kent State, will receive credit for Kent State course VTEC 10001 toward the AAS degree in Veterinary Technology.

Trade competency (or block credit) agreements involve other post-secondary institutions, vocational centers and educational institutions judged to be at a college level; student receive a specified block of college credit for courses completed or training/certification received. This block of credit is awarded either after the student successfully completes a Kent State transition course or has completed all the courses required in the program. Example: Licensed practical nurses and certified paramedics, upon admission to Kent State University and after successfully completing a summer transition course, will receive credit for a specified list of courses applicable toward the AAS degree in Nursing.
**Institutional general education** agreements involve defining specific equivalencies between another institution’s general education courses with Kent State’s Kent Core courses. These are often sought from specialized institutions such as mortuary schools that would like a degree option for their students.

**ACADEMIC POLICIES**

Academic policies pertain to regulations or procedures developed to maintain standards while assuring fair and consistent treatment of students. **These policies are exclusive of degree requirements.** Some examples of policies include those relating to admission to the university, selective admission requirements for one or more programs or retention criteria. Academic policies are found in the *University Catalog*. The term “policy” also includes university policies, administrative policies and operational procedures and regulations, which are found in the *University Policy Register* (www.kent.edu/policyreg).

- **University policies** are defined as policy statement, rules and regulations governing instructional and educational programs, university research, student life, administrative operation, finance and personnel management that have broad application for the entire campus community. Such policies require approval of the appropriate chief administrative officer, the president and board.

- **Administrative policies** are defined as rules and regulations governing internal operations in concert with university policies. Administrative policies require the approval of the appropriate chief administrative officer and/or the president.

- **Operational procedures and regulations** are defined as necessary operational guidelines to implement policies or programs of the university. Such operational procedures and regulations may be established in concert with university policies by the appropriate administrative officer.

**PROCEDURE FOR PROCESSING PROGRAM AND POLICY PROPOSALS**

1. Complete appropriate paperwork (see Section V) and submit proposal to the department or school’s curricular body. The department chair, school director or campus dean must sign the Certification of Curriculum Proposal (CCP) form indicating approval.

2. Submit proposal to college’s curriculum committee. The college dean (designee) must sign CCP form indicating approval. For programs offered on Regional Campus(es) only, the dean of the specified Regional Campus(es) must sign the CCP form also.

3. If program is graduate level, also submit proposal to the dean of Graduate Studies for review and approval.

4. The college dean’s office submits proposal to the Office of Curriculum Services to review.

2. Proposal is placed on the agenda for the Educational Policies Council’s (EPC) monthly meeting. See Section I for listing of proposals that constitute action, information and lesser action items. The agenda is available one week before each meeting’s date: www.kent.edu/provost/curriculum/epc.

3. When appropriate, EPC-approved items are submitted to the Faculty Senate and forwarded to the president, Board of Trustees and Ohio Board of Regents for approval (see Section I for curriculum approval chart.)

4. The Curriculum Services staff updates Banner’s program inventory for items that received final approval and makes changes to the subsequent *University Catalog* and the GPS website.

5. The Curriculum Services staff communicates all undergraduate program and appropriate policy revisions to the Graduation Planning System Office for updates to the GPS degree audit.
6. Changes are documented in the annual Curricular Bulletin, published after the final EPC meeting of the academic year. Bulletins, 1994 onward, are online: www.kent.edu/provost/curriculum/cb.

ADVICE FOR SUCCESSFUL COMPLETION OF PROGRAM AND POLICY PROPOSALS

- **Encroachment/duplication issues**, if applicable, must be documented in the proposal. Communicate with appropriate academic units, including Regional Campuses, when establishing or revising a program that may be similar to an established program or overlap disciplines.

- **Program names and codes** should be the officially approved ones and consistent throughout the proposal.

- **Concentrations** are sometimes misidentified as majors. A listing of all concentrations and their Banner codes can be reviewed in the “Active Programs 2012 (Excel)” document on the Curriculum Services website (www.kent.edu/provost/curriculum).

- **Document consistency** is critical. Confirm that the program and its requirements are identical in proposal summary, CCP form and program roadmap.

- **Any mention or listing of course changes** (new, revision or inactivation) in a program proposal does not guarantee that those course changes will go forward unless a Course Catalog Update workflow is also activated for each (see section IV).

- **Only one proposal is needed** for multiple changes to a major and its concentrations.

- **When in doubt, contact the Curriculum Services staff.** When developing a new degree or major, it is highly encouraged that you contact Therese Tillett, director of curriculum services, to walk you through the process.

DEADLINES AND EFFECTIVE DATES FOR PROGRAM AND POLICY PROPOSALS

New degree programs forwarded to the Faculty Senate, president, Board of Trustees and Ohio Board of Regents for final approval are included in the University Catalog with a notation about pending final approval. They are not, however, entered in Banner for student admission until they reach final approval.

Visit the EPC website at www.kent.edu/provost/curriculum/epc for submission deadlines for each EPC meeting.

**For program requirements:**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Effective</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>January EPC</td>
<td>Fall</td>
<td>(e.g., January 2013 for fall 2013)</td>
</tr>
</tbody>
</table>

**For policies and other catalog changes (including faculty listings):**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Effective</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>May EPC</td>
<td>Fall</td>
<td>(e.g., May 2013 for fall 2013)</td>
</tr>
</tbody>
</table>
See Section V for curricular forms and documentation to establish, revise or inactivate.
Tier 5 proposals (Provost final approver)
- Major – revision (including new, revised, inactivated concentrations)
- Major/degree – letter of intent to establish *
- Minor – revision, inactivation
- Certificate – revision, inactivation
- Policy within unit – establishment, revision, inactivation
- Articulation/consortia agreements – establishment, revision, inactivation
- Off-site program (50%+) – alternate delivery for existing program *
- Online program (50%+) – alternate delivery for existing program *
- Temporary suspension of admission into a program

Tier 4 proposals (Education Policies Council final approver)
- Major/degree – name change * †
- Minor – establishment
- Certificate – establishment
- University-wide academic requirement (e.g., Kent Core) – revision not considered substantial

Tier 3 proposals (Faculty Senate final approver)
- Unique program that affects students in more than one academic unit (e.g., Military Studies, Washington Program) – establishment, revision, inactivation
- University-wide academic operational procedure or regulation establishment, revision, inactivation
- University-wide academic policy – revision

Tier 2 proposals (President and Board of Trustees final approvers)
- Major/degree – inactivation
- University-wide academic requirement (e.g., Kent Core) – establishment, substantial revision, inactivation
- University-wide academic policy – establishment, substantial revision, inactivation

Tier 1 proposals (Ohio Board of Regents final approver)
- Major/degree – establishment (notification for inactivation)

* Proposal will go to OBR for approval after final approval in appropriate tier
† Proposal will go to next tiers as notification