



Kent State University Curriculum Guidelines 2015-2016

Curriculum Services
Office of the Provost
September 2015

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INTRODUCTION

The purpose of *Curriculum Guidelines* is to provide faculty members, academic administrators and curriculum committee members with a blueprint to develop and revise academic policies, majors, concentrations, minors, certificates, courses and organizational changes and agreements with curricular implications. It also provides a description of the review processes and procedures to obtain approval for proposals. Careful attention to the concepts in this guide will help those initiating curricular proposals to respond effectively to the various levels of review involved in moving curricular innovations from conception through approval.

Formal approval of specific curricular proposals is required to establish, revise or inactivate courses, programs, policies, academic units or agreements with curricular implications. While these guidelines speak to the approval process, developers of curricular actions are cautioned to consider carefully the distinctions among concept, proposal, approval, authorization, funding and implementation.

If further explanation is needed for any matter related to the preparation or approval of a curricular proposal, contact the Curriculum Services staff:

Office of Curriculum Services

Location: Suite 208, Schwartz Center, 800 E. Summit St., Kent Campus

Fax: 330-672-2645

Name	How We Can Help You	Extension/E-mail
Therese Tillett Executive Director	<ul style="list-style-type: none"> ▪ New degrees or majors ▪ Academic policies ▪ Academic structure changes (e.g., departments, centers) ▪ Educational Policies Council ▪ State-wide credit transfer (e.g., TAG, OTM, CTAG, AP) ▪ Curriculum-related reporting (internal and external) 	2-8558 ttillet1@kent.edu
Jennifer Kellogg Academic Program Coordinator	<ul style="list-style-type: none"> ▪ <i>University Catalog</i> (including roadmaps) ▪ <i>Explore Majors and Degrees</i> website ▪ Course catalog in Banner ▪ Registration and prerequisite issues in Banner ▪ General curriculum questions ▪ Review of academic programs and courses for the following: <ul style="list-style-type: none"> □ College of Applied Engineering, Sustainability and Technology □ College of Business Administration □ College of Education, Health and Human Services □ College of Nursing □ College of Public Health □ College of the Arts □ School of Digital Sciences □ University College 	2-1885 jkellot7@kent.edu
Katie Smith Academic Program Coordinator	<ul style="list-style-type: none"> ▪ <i>University Catalog</i> (including roadmaps) ▪ <i>Explore Majors and Degrees</i> website ▪ Course catalog in Banner ▪ Registration and prerequisite issues in Banner ▪ General curriculum questions ▪ Review of academic programs and courses for the following: <ul style="list-style-type: none"> □ College of Architecture and Environmental Design □ College of Arts and Sciences □ College of Communication and Information □ College of Podiatric Medicine □ Regional College 	2-8559 ksmit154@kent.edu

CURRICULUM CALENDAR FALL 2015

	August	September	October	November	December
Monday	3 submissions due for Aug EPC			2	
Tuesday	4	1		3	1
Wednesday	5	2		4	2
Thursday	6	3	1	5	3
Friday	7	4	2	6	4
Monday	10	7 KSU closed	5	9 Senate meeting	7 Senate meeting
Tuesday	11	8	6	10	8 Board meeting
Wednesday	12	9	7	KSU closed 11	9
Thursday	13	10 Board meeting	8	12	10
Friday	14	11 URCC meeting	9 URCC meeting	13 URCC meeting	11 URCC meeting
Monday	17	14 Senate meeting	12 Senate meeting	16 EPC meeting¹	14 exam week
Tuesday	18	15	13	17	15
Wednesday	19	16	14	18	16
Thursday	20	17	15	19	17
Friday	21	18	16	20	18
Monday	24 EPC meeting	21 EPC meeting	19 EPC meeting	23	21
Tuesday	25	22	20	24	22
Wednesday	26	23	21	25	23
Thursday	27	24	22	26 KSU closed	24 KSU closed
Friday	28	25	23	27 KSU closed	25 KSU closed
Monday	31 fall term starts submissions due for Sept EPC	28 submissions due for Oct EPC	26 submissions due for Nov EPC	30	28 KSU closed
Tuesday		29	27		29 KSU closed
Wednesday		30	28		30 KSU closed
Thursday			29		31 KSU closed
Friday			30		

1. November EPC meeting is the final meeting to approve program and course changes for fall 2016.

CURRICULUM CALENDAR SPRING 2016

	January	February	March	April	May
Monday		1			2 2016 roadmaps published ²
Tuesday		2	1		3
Wednesday		3	2		4
Thursday		4	3		5
Friday	1 KSU closed	5	4	1	6
Monday	4 submissions due for Jan EPC	8 Senate meeting	7 Senate meeting	4	9 exam week Senate meeting
Tuesday	5	9	8	5	10
Wednesday	6	10	9 Board meeting	6	11
Thursday	7	11	10	7	12
Friday	8 URCC meeting UG catalog 1 st proofs due	12 URCC meeting UG catalog 2 nd proofs due	11 URCC meeting	8 URCC meeting	13 URCC meeting
Monday	11	15 EPC meeting	14 EPC meeting	11 Senate meeting	16 EPC meeting ⁴
Tuesday	12	16	15	12	17
Wednesday	13	17	16	13	18
Thursday	14	18	17	14	19
Friday	15 GR 1 st catalog proofs due	19 GR 2 nd catalog proofs due	18	15	20
Monday	18 KSU closed	22 submissions due for Mar EPC	21 recess week	18 EPC meeting ³	23
Tuesday	19 spring term starts	23	22	19	24
Wednesday	20	24	23	20	25
Thursday	21	25	24	21	26
Friday	22	26	25	22	27
Monday	25 EPC meeting submissions due for Feb EPC	29	28 submissions due for Apr EPC	25 submissions due for May EPC	30 KSU closed
Tuesday	26		29	26	31
Wednesday	27		30	27	
Thursday	28		31	28	
Friday	29			29	

2. University Catalog published 1 June 2016

3. April's EPC meeting is the final meeting to approve policy changes for fall 2016 that must also receive Board of Trustees and/or Faculty Senate approval.

4. May's EPC meeting is the final meeting to approve policy and other catalog changes for fall 2016 that do not need to receive Board of Trustees and/or Faculty Senate approval.

I. EDUCATIONAL POLICIES COUNCIL

HISTORY OF THE EDUCATIONAL POLICIES COUNCIL

The Educational Policies Council (EPC) was established on July 1, 1967. Before that, there existed the University Council on Curriculum. Similar to its previous incarnation, the EPC was an independent group chaired by the provost. In 1970, under terms of the revised Faculty Senate charge and bylaws, the EPC went under Senate jurisdiction, co-chaired by the provost and Faculty Senate chair.

The goal with the reorganization to create the EPC was to delegate much of the responsibility for curricular changes to departmental and college curriculum bodies, thereby freeing the EPC to focus on long-range academic planning and overall curricular planning and policy guidelines for the university that reflect Kent State's mission and goals as defined by the president and trustees.

SUBCOMMITTEES OF THE EDUCATIONAL POLICIES COUNCIL

EPC AD HOC COMMITTEE FOR ACADEMIC POLICIES

The EPC Ad Hoc Committee for Academic Policies is an as-needed committee charged with reviewing Kent State's academic policies against published research and Kent State data to better understand what needs to be accomplished to support student progress toward graduation.

The committee comprises faculty nominated by Faculty Senate, administrators and staff recommended to the Provost's Office and students from different campuses. The committee is chaired by the senior associate provost for academic affairs.

UNIVERSITY REQUIREMENTS CURRICULUM COMMITTEE

The University Requirements Curriculum Committee (URCC) oversees university-wide curricular requirements that apply to every undergraduate student. These include the Kent Core (general education requirement), freshmen orientation (US 10097 Destination Kent State: First Year Experience) and the diversity, writing-intensive, experiential learning and Ohio Transfer Module requirements. The URCC was established in 1999 with the merger of the Liberal Education Requirements Curriculum Committee, the ad hoc Subcommittee on Diversity in the Curriculum and the EPC Subcommittee on Writing.

The URCC is composed of 20 voting members representing faculty and administrators from Kent State's colleges and independent school(s). Faculty members are nominated by the Committee on Committees of the Faculty Senate and broadly represent the colleges and independent school. A student representative serves as *ex officio*. The co-chairs of the committee will be a faculty committee member and either the dean of the University College or the dean of the Honors College.

The URCC is responsible for periodic review and recommendation of changes in these requirements as well as review and recommendation of action on new course and program proposals. Kent Core, diversity, writing-intensive and experiential learning course proposals are first approved by department/school and college curriculum committees then forwarded to the URCC. Following review and approval by the URCC, proposals are forwarded to the EPC.

THE UNIVERSITY COUNCIL ON TEACHER EDUCATION

The University Council on Teacher Education (UCTE), which reports to the provost and senior vice president of academic affairs, considers curricular proposals relating to teacher education and licensure, providing advice on these matters to the EPC. It concerns itself especially with those areas of teacher education that involve more than one college or school, and those that are of broad interest to the university community. Before beginning preparation of such proposals, departments should consult the administrative or faculty co-chair of UCTE. The

council was established in 1969.

EDUCATIONAL POLICIES COUNCIL IN THE POLICY REGISTER

3342-2-07 ADMINISTRATIVE POLICY AND PROCEDURES REGARDING THE EDUCATIONAL POLICIES COUNCIL

- A. **Educational policies council.** For complete information on this council, see rules 3342-2-05 and 3342-2-06 of the Administrative Code and this register.
- B. **Responsibility and authority.** The responsibilities and authority of the educational policies council shall be as follows:
1. Long-range academic planning, both conceptually and structurally, for the university. It is understood, of course, that this long-range planning shall reflect the mission and goals of the university as these are defined by the board and the president jointly. A close, coordinated interrelationship is to be presumed between the educational policies council and agencies established by the board and/or the president;
 2. Overall curricular planning and policy guidelines for the university;
 3. Sensitivity to proliferation and duplication of courses and programs;
 4. Arbitration of interdepartmental and intercollegial curricular disputes or misunderstandings;
 5. Monitoring of curricular changes generated by a specific academic unit of the university as they affect other academic departments, majors and colleges;
 6. At its discretion, review of all curricular changes and proposals originating with academic units to assure effective adherence to university-wide policies;
 7. Action on matters referred to it by college curriculum committees specified in preceding paragraphs; and
 8. Approval of new or altered academic programs, policies, operational procedures and regulations and administrative structures e.g., academic department, college.
- C. **Periodic review of the educational policies council.** The responsibility, authority and structure of the educational policies council shall be reviewed each two years or at any time review may be considered appropriate by majority vote of the whole membership of the educational policies council.
- D. **Procedures of the educational policies council.** All curricular changes whether initiated and determined by department, college or other curricular body shall be reported to and published in agenda of the educational policies council. This publication will give notice to all academic units of proposed curricular changes thereby affording them the opportunity to comment upon the proposals. All curricular bodies and academic units must be mindful of certain time limitations such as deadlines for catalog copy when proposing or commenting upon curricular changes. After a prescribed period of time succeeding the publication of curricular proposals, they will become effective as outlined in the balance of this statement; if any curricular proposal is questioned by any other curricular body or academic unit within the time allowed after publication, the issue will be resolved as outlined in the balance of this statement and upon resolution becomes effective.
1. Curricular matters determined and proposed solely by academic departments shall be as follows:
 - a. Changes in course descriptions not involving substantial changes in course content;
 - b. Changes in course titles not involving substantial changes in course content;
 - c. Changes in course prerequisites not affecting any other academic unit;
 - d. Inactivation of courses not affecting any other academic unit; and
 - e. Changes in course numbers not affecting level.
 2. Curricular changes initiated by academic departments but forwarded to parent college curriculum committees for approval shall be as follows:
 - a. Changes in course credit hours;

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- b. Changes in course numbers affecting the level of courses;
 - c. Inactivation of courses affecting other academic programs or general curricular requirements within the parent college;
 - d. New or additional courses;
 - e. Substantial changes in course content affecting description and title, constituting essentially new courses; and
 - f. Changes in or establishment of major, minor and certificate admission, course and graduation requirements consistent with university-wide policies.
3. Curricular changes initiated by academic departments but forwarded to parent college for approval and to other affected academic units for acknowledgement shall be as follows:
- a. Inactivation of courses specified in degree programs or general curricular requirements of colleges other than the parent college;
 - b. Substantial changes in content affecting title and description of courses required in academic programs or other curricular requirements of colleges other than the parent college;
 - c. Changes in prerequisite of courses required in academic programs or other curricular requirements of colleges other than the parent college;
 - d. Changes in course numbers affecting level of courses required in academic programs or other curricular requirements of colleges other than the parent college; and
 - e. Establishment of new or additional courses designed for academic programs or other curricular requirements of colleges other than the parent college.
4. Curricular matters initiated and determined by college curriculum bodies shall be as follows:
- a. Policies for major, minor and certificate programs; proposed departures from university-wide policies shall be approved by the educational policies council; and
 - b. General curricular policies and requirements for the college; proposed departures from university-wide policies shall be approved by the educational policies council.
5. Independent schools, honors college, graduate studies, undergraduate studies and university libraries shall function in a fashion parallel to the college curriculum committees.

Effective: December 1, 2012

Prior Effective Dates: 11/4/1977, 10/5/1979, 4/30/1982, 5/28/1997, 9/8/1997

3342-2-05 FACULTY SENATE CHARTER (EXCERPT)

G. Councils, committees and commissions.

2. Councils of the faculty senate. The educational policies council shall be a body of the faculty senate.
- a. The educational policies council shall consist of two bodies, one responsible for undergraduate education called the undergraduate council and the other for graduate education called the graduate council.
 - b. Issues jointly affecting undergraduate and graduate education will be discussed at the semester meeting of the full educational policies council.
 - c. The educational policies council and its bodies shall consider curricular matters of concern to the university as a whole, and shall be the faculty senate bodies responsible for long-range academic planning for the university.
 - d. The educational policies council and its bodies shall be co-chaired by the provost and the chair of faculty senate.

Effective: May 20, 2009

Prior Effective Dates: 11/4/1977, 8/31/1979, 1/25/1980, 7/11/1980, 5/18/1984, 2/19/1990, 9/23/1991, 5/5/1995, 3/7/2000, 12/29/2001

3342-2-06 FACULTY SENATE BYLAWS (EXCERPT)

F. Councils, committees and commissions.

1. Rights of the faculty senate and definitions. The rights of the faculty senate and definitions are specified in paragraph G1 of rule 3342-2-05 of the Administrative Code and of this register.
2. Educational policies council.
 - a. Composition.
 - (1) The educational policies council shall consist of two bodies, one responsible for undergraduate education called the undergraduate council and the other responsible for graduate education called the graduate council. Issues jointly affecting undergraduate and graduate education will be discussed at the semester meeting of the full educational policies council.
 - b. Function.
 - (1) The educational policies council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate.
 - (2) The undergraduate council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate related to issues that impact undergraduate education.
 - (3) The graduate council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate related to issues that impact graduate education.
 - c. Division of labor.
 - (1) All recommendations of the educational policies council related to long-range academic planning or to the establishment, discontinuance, or major alteration of programs or bodies shall be submitted to the faculty senate for approval. Proposals for the discontinuance or major alteration of an academic program shall be preceded by a program review conducted according to established procedures.
 - (2) Business of the educational policies council, which normally would not come to the faculty senate floor may, at the option of said council or at the request of the faculty senate, be brought to the floor.
 - (3) All commissions appointed to consider academic planning for the university shall report to the educational policies council.

- (4) The co-chairs of the educational policies council shall appoint a University Requirements Curriculum Committee which shall be concerned with the liberal education requirements, the diversity requirements, and the writing intensive requirements. This subcommittee shall report to the undergraduate council.
- d. Voting.
 - (1) "Ex officio" members shall have vote and shall consist of those who are "ex-officio" members of the undergraduate council and/or the graduate council.
 - (2) "Ex officio" members on the undergraduate council shall have vote and shall be the senior vice president of academic affairs and provost; the dean of undergraduate studies; the dean or his/her designee from each of the academic colleges; the dean of the honors college; the dean or director or his/her designee in each independent school; the dean of university libraries or his/her designee; and the chair of the faculty senate or his/her designee.
 - (3) "Ex officio" members on the graduate council shall have vote and shall be the senior vice president of academic affairs and provost; the dean of graduate studies; the associate dean for graduate affairs or his/her nominee in each of the academic colleges or independent schools with graduate programs; the dean of university libraries or his/her designee; and the chair of the faculty senate or his/her designee. In any degree-granting unit without an associate dean for graduate affairs, that position on the graduate council shall be filled by the administrator or faculty member with administrative responsibility for graduate affairs in that unit.
 - e. From the elected representatives on the faculty senate, the chair-elect shall appoint ten senators to membership on the educational policies council with due regard for representation by curricular units of the university. Five senators will be appointed to the undergraduate council and five senators with full graduate faculty status within their respective units will be appointed to the graduate council.
 - f. One elected member of each college curriculum body shall be elected by these bodies to membership on the undergraduate council.
 - g. To ensure representation from among the university's graduate coordinators, one member of each college graduate coordinating body shall be elected by these bodies to membership on the graduate council. The faculty member must be a full member of the graduate faculty within their respective academic unit.
 - h. The chair-elect shall appoint additional regular faculty to membership on the educational policies council with due regard for representation by curricular units of the university as needed so that the faculty membership equals the "ex officio" membership.
 - i. One undergraduate student appointed by the undergraduate student senate and one graduate student appointed by the graduate student senate shall serve as observers to the educational policies council with rights of participation but without a vote. The undergraduate student shall also be a member of the undergraduate council and the graduate student shall also be a member of the graduate council.
 - j. The educational policies council shall meet at least once during each term of the academic year.
 - k. The undergraduate and graduate councils shall each meet at least three times during each term of the academic year.
 - l. Agendas, minutes and attachments of the meetings of the educational policies council and its two bodies shall be distributed to each other as well as to members of the faculty senate.

Effective: October 3, 2013

Prior Effective Dates: 11/4/1977, 10/5/1979, 7/11/1980, 3/11/1982, 4/30/1982, 3/5/1984, 5/18/1984, 2/19, 1990, 9/23/1991, 2/24/1992, 01/02/2002, 5/20/2009, 6/20/2012, 1/7/2013

GUIDELINES FOR DETERMINING EPC AGENDA STATUS

A. **Action Items:** Items reviewed, discussed and voted upon by EPC members.

1. Major or degree – establishment, revision of name, inactivation
 2. Minor – establishment
 3. Certificate – establishment
 4. Unique program (i.e., affects students from more than one academic unit; e.g., Military Studies, Washington Program) – establishment, revision, inactivation
 5. Academic unit (college, school, department) – establishment, revision, inactivation
 6. Center or institute – establishment, revision, inactivation
 7. University academic requirement (e.g., Kent Core) – establishment, revision, inactivation
 8. University academic policy – establishment, revision, inactivation
 9. University academic operational procedure or regulation – establishment, revision, inactivation
- B. **Information Items:** Items considered notification to the EPC and not voted upon unless a motion to do so is made by an EPC member.
1. Major or degree – letter of intent or program development plan to establish (sent to the Ohio Department of Higher Education for approval before submitting full proposal)
 2. Temporary suspension of admissions into an academic program
 3. Off-site delivery, including a Kent Campus program at a Regional Campus (more than 50 percent) of an existing degree program – establishment, revision, inactivation
 4. Online delivery (more than 50 percent) of an existing degree program – establishment, revision, inactivation
 5. Five-year review of certificate programs
- C. **Lesser Action Items:** not discussed or voted upon unless a motion is made by an EPC member to do so; considered approved once meeting is adjourned
1. Major – revision (including new, revised, inactivated concentrations)
 2. Minor – revision, inactivation
 3. Certificate – revision, inactivation
 4. Articulation or consortia agreement with curricular implications – establishment, revision, inactivation
 5. Course – establishment, revision, inactivation
 6. Course designated a university academic requirement (e.g., Kent Core, diversity, writing-intensive, experiential learning, freshmen orientation) – establishment, revision, inactivation
 7. Academic policy or requirement within academic unit – establishment, revision, inactivation

NUMBER OF CURRICULUM CHANGES EPC HAS REVIEWED IN PAST FIVE YEARS

EPC Agenda	Aug 2010- May 2011	Aug 2011- May 2012	Aug 2012- May 2013	Aug 2013- May 2014	Aug 2014- May 2015
Curricular Items	244	295	248	263	223
Course Changes	1,276	1,779	1,270	1,307	1,312

CURRICULUM RESPONSIBILITY**ROLES AND RESPONSIBILITIES IN THE CURRICULUM PROCESS**

Role	Curriculum Responsibilities
Faculty Initiator	<ul style="list-style-type: none"> ▪ Knows the discipline/program that needs to be established/revised ▪ Keeps current in field ▪ Conducts research for the proposed changes ▪ Articulates rationale for curriculum decisions ▪ Works with others to document and submit proposal ▪ Seeks review and feedback on proposed changes
Program/ Subject Area	<ul style="list-style-type: none"> ▪ Content experts ▪ Current in their profession ▪ Know competition ▪ Assess learning outcomes for compliance, validity and alignment with program's mission and objectives ▪ Works to meet accreditation needs ▪ Advises, informs and/or approves changes
Faculty Advisory Committee / Department Curriculum Committee	<ul style="list-style-type: none"> ▪ Assess and evaluates curriculum impact on area's sustainability, students, faculty and other resources ▪ Advisor to the chair/director ▪ Develops and maintains current instructional programs and course syllabi ▪ Approves internal modifications and solicit input from other departments where program changes and offerings may have impact ▪ Approves all workshop and special topics courses each time a title changes ▪ Approves course content when offered off campus or online in accord with existing policies and procedures ▪ Establishes and utilizes procedures for reviewing and evaluating existing and new courses, programs and policies. ▪ Maintains strong departmental academic, instructional and grading standards ▪ Select library and other materials related to its curriculum and establish internal procedures for effective and appropriate use of instructional media and other learning activities
School Director/ Department Chair	<ul style="list-style-type: none"> ▪ Fosters the development of undergraduate and graduate programs within university guidelines ▪ Encourages appropriate curriculum modifications, changes and innovations in programs ▪ Approves resource allocations ▪ Seeks opportunities to leverage existing/emerging resources ▪ Insures course offerings required for degree completion are offered frequently and at varied days and times to meet the needs of students
College Curriculum Committee	<ul style="list-style-type: none"> ▪ Reviews curricular proposals from schools/departments within college ▪ Initiates course, program requirement and policy proposals ▪ Made aware of special topics and other academic changes ▪ Examines curriculum impact and duplication within and outside college ▪ Ensure appropriate consultation of impact ▪ Seeks curriculum changes that may be complementary and/or basis for collaboration ▪ Source of information to units about curricular-related changes and requirements ▪ Garner support when inactivation is identified ▪ Looks for letters of support ▪ Reviews resources (e.g., staffing, facilities, library) ▪ Review program outcomes for alignment with college mission ▪ Informed on off-site and online offerings, articulation agreements and other collaborations and partnerships outside the college

Role	Curriculum Responsibilities
Dean (Campus/College)	<ul style="list-style-type: none"> ▪ Reviews impact on finances, faculty, facilities, equipment, support staff ▪ Seeks opportunities to leverage existing/emerging resources ▪ Participates in accreditation reviews and decisions ▪ Assesses sustainability, demand, need, placement ▪ Examines curriculum impact and duplication in and outside college/campus
Institutional Academic Advisory Committees	<p>Graduate Studies Administrative Advisory Committee (GSAAC)</p> <ul style="list-style-type: none"> ▪ Reviews and advises on graduate operational issues ▪ Initiates and recommends changes to the graduate studies dean <p>Associate and Assistant (A&A) Deans Committee</p> <ul style="list-style-type: none"> ▪ Reviews and advises on undergraduate operational issues ▪ Initiates and recommends changes to the EPC <p>EPC Ad Hoc Committee</p> <ul style="list-style-type: none"> ▪ Reviews, initiates and revises policies to promote student success
University Requirements Curriculum Committee (URCC)	<ul style="list-style-type: none"> ▪ EPC sub committee ▪ Oversees university-wide undergraduate curricular requirements (Kent Core, diversity, writing intensive, experiential learning, freshmen orientation) ▪ Reviews and approve courses and policies for conformity to these requirements ▪ Periodic reviews and recommends changes in these requirements ▪ Directs assessment and evaluation of student success within these requirements
Graduate Studies Dean	<ul style="list-style-type: none"> ▪ Reviews programs proposals to ensure university and Ohio Department of Higher Education compliance and approval ▪ Communicates to other departments ▪ Notify state when program inactivated or changed delivery mode ▪ Facilitate program review process ▪ Oversees advisory committee to review graduate curriculum and policies ▪ Implements admission process ▪ Decides exceptions to admission criteria
Curriculum Services	<ul style="list-style-type: none"> ▪ Provides holistic view of university curriculum ▪ Assists and guides faculty and units in proposing change ▪ Maintains curriculum process, procedures and management system ▪ Serves the provost in reviewing and granting preliminary approval of all change (program, policy, course, structure) ▪ Implements approved changes (catalog, course inventory) ▪ Communicates major changes to advisors and other student services (e.g., registrar, admissions, bursar, student financial aid) ▪ Assists in updating GPS degree audit ▪ Maintains curriculum archive ▪ Responds to questions about changes/curriculum process ▪ Secretary and coordinator for EPC ▪ Reports curriculum to state, federal and other agencies ▪ Ensures curriculum integrity and alignment with university, state, accreditor and federal policy and procedures ▪ Ensures curriculum functionality (Banner, GPS degree audit, prerequisites) ▪ Knowledgeable about university academic programs and policies ▪ Liaison with Ohio Department of Higher Education for undergraduate curriculum ▪ Ensure consistency of process ▪ Source of information about university curriculum

Role	Curriculum Responsibilities
Provost	<ul style="list-style-type: none"> Involved in the strategic goals of the university Sets the university agenda for academic programming and determines priorities Reviews significant academic changes with initiators/deans prior to approval Approves all items that will go before the Board of Trustees for approval Signs articulation agreements and new program proposals Introduces and champions academic items to Board of Trustees Approves EPC agenda before publication and chairs the EPC meeting Mediates/facilitates differences and determines course of action
Educational Policies Council (EPC)	<ul style="list-style-type: none"> Committee of the Faculty Senate Emphasizes long-range academic planning, both conceptually and structurally, that reflect the mission and goals of the university Approves overall curricular planning and policy guidelines for the university Arbitrates interdepartmental and intercollegial curricular disputes or misunderstandings; Monitors changes generated by a specific academic unit as they affect other areas At its discretion, reviews all curricular changes and proposals originating with academic units to assure effective adherence to university-wide policies Acts on matters referred to the council Approves new or revised academic programs, policies, operational procedures and regulations and academic structures
Faculty Senate	<ul style="list-style-type: none"> Ensures curriculum integrity and quality, alignment with university mission and commitment to resources Examines curriculum impact, demand and duplication of resources across university Delegates curriculum initiatives to sub committees Oversees academic standards and educational policies and academic programs Consulted with respect to proposed changes in the administrative organization of the university directly and primarily related to academic divisions
President	<ul style="list-style-type: none"> Kept apprised by new curriculum by provost Determines university resource allocations and priorities Defines mission and goals of the university jointly with the Board of Trustees Champions the university's strategic plan
Board of Trustees	<ul style="list-style-type: none"> Defines mission and goals of the university jointly with the president Approves new and significant revisions to degree programs before they go to Ohio Department of Higher Education Approves academic structure changes Approves university-wide academic policies Reviews curriculum viability and student need and success Reviews and discusses information items presented by the provost
Ohio Department of Higher Education	<ul style="list-style-type: none"> Approves new degree programs and significant revisions (e.g., name change, inactivation) to degree programs Approves alternative offerings of degree programs (e.g., online, off-site, accelerated) Assigns subsidy level to courses Set curriculum guidelines for public institutions Initiates transfer pathways between public institutions
Higher Learning Commission	<ul style="list-style-type: none"> Approves new degree programs Approves new locations for program offerings Approves new contractual or consortia agreement to offer a program Notified of new certificate programs
Graduate Planning System (GPS)	<ul style="list-style-type: none"> Notified of curriculum changes that affect undergraduate (and select graduate) program requirements Updates degree audits for undergraduate programs and select graduate programs
Student Financial Aid	<ul style="list-style-type: none"> Notified of new, revised and inactivated certificates Updates program's financial aid eligibility status with U.S. Department of Education

CURRICULUM APPROVAL CHART

Most curricular proposals start at the department, school or regional campus level and then progress through the various offices until they reach the normal level of final approval for that type of curricular proposal. However, any hierarchically higher level may request to review, initiate and/or approve or disapprove any proposal. The normal level of final approval for curricular proposals is shown in the following table outline of the approval sequence.

CURRICULUM PROPOSAL	DEPARTMENT OR SCHOOL	COLLEGE	OTHER UNITS	URCC	GRADUATE STUDIES	PROVOST	EPC	FACULTY SENATE	PRESIDENT	BOARD OF TRUSTEES	ODHE	HLC
<ul style="list-style-type: none"> Revision of course descriptions not involving substantial changes in course content Revision of course titles not involving substantial changes in course content Revision of course prerequisites not affecting any other academic unit Inactivation of courses not affecting any other academic unit Changes in course numbers not affecting level 	A	N				A	N					
<ul style="list-style-type: none"> Revision of course credit hours Revision of course numbers affecting the level of courses Inactivation of courses affecting other degree programs or general curricular requirements within the college New or additional courses Substantial changes in course content affecting description and title, constituting essentially new courses 	A	A				A	N					
<ul style="list-style-type: none"> Inactivation of courses affecting degree programs or general curricular requirements of colleges other than parent college Substantial revisions of content affecting title and description of courses required in degree programs or general curricular requirements of colleges other than the parent college Revision of prerequisite for courses required in degree programs or general curricular requirements of colleges other than parent college Revision of course numbers affecting level of courses required in degree programs or general curricular requirements of colleges other than the parent college Establishment of new or additional courses designed for degree programs or general curricular requirements of colleges other than the parent college 	A	A	N			A	N					
<ul style="list-style-type: none"> Establishment, revision, inactivation of courses designated university academic requirement (e.g., Kent Core, diversity, writing-intensive, experiential learning, orientation) 	A	A		A		A	N					
<ul style="list-style-type: none"> Revision of major (including admission, course and other requirements and new, revised, inactivated concentrations) Revision or inactivation of a minor Revision or inactivation of a certificate Establishment, revision or inactivation of a policy within an academic unit Establishment, revision or inactivation of an articulation agreements with other institutions Temporary suspension of admission into a program 	A	A			A	A	N					

Legend: A = Approval N = Notification

CURRICULUM PROPOSAL	DEPARTMENT OR SCHOOL	COLLEGE	OTHER UNITS	URCC	GRADUATE STUDIES	PROVOST	EPC	FACULTY SENATE	PRESIDENT	BOARD OF TRUSTEES	ODHE	HLC
▪ Establishment, revision or inactivation of contractual or consortia agreement with another entity for (50%+) delivery of program	A	A			A	A	N					N ¹
▪ Letter of intent to establish a major or degree ▪ Alternate online (50%+) delivery for existing program	A	A			A	A	N				A	
▪ Alternate off-site (50%+) delivery for existing program	A	A			A	A	N				A	A ²
▪ Revision of name of a major or degree	A	A			A	A	A	A	N	N	A	
▪ Establishment of a minor	A	A			A	A	A					
▪ Establishment of a certificate	A	A			A	A	A				A ³	N
▪ Revision of a university-wide academic requirement (e.g., Kent Core) not considered substantial				A		A	A	A				
▪ Establishment, revision or inactivation of a unique program that affects students in more than one academic unit (e.g., Military Studies, Washington Program) ▪ Establishment, revision or inactivation of a university-wide academic operational procedure or regulation ▪ Revision of a university-wide academic policy	A	A	A		A	A	A	A	N	N		
▪ Inactivation of a major or degree ▪ Establishment, <u>substantial</u> revision or inactivation of a university-wide academic requirement (e.g., Kent Core) ▪ Establishment, <u>substantial</u> revision or inactivation of a university-wide academic policy ▪ Establishment revision or inactivation of an academic unit (college, school, department) ▪ Establishment, revision or inactivation of an institute with curriculum implications ▪ Establishment, revision or inactivation of a center with curriculum implications	A	A	A		A	A	A	A	A	A		
▪ Inactivation of a major or degree	A	A	A		A	A	A	A	A	A	N	
▪ Establishment of a major or degree ▪ Establishment or substantial change of a college that affects the region or other institutions (e.g., College of Engineering)	A	A	A		A	A	A	A	A	A	A	A

Legend: A = Approval N = Notification

1. The Higher Learning Commission requires notification of all contractual and consortial arrangements, and possibly additional documentation if requested. Contractual involves the university and a non-accredited entity involved in some way in a program (e.g., Everspring). Consortial involves the university and another accredited entity such as another university delivering program content.
2. While the Ohio Department of Higher Education requires approval for every program to be offered at an off-site location, the Higher Learning Commission requires approval for every new location, no matter how many programs will be offered there (and in the future).
3. Graduate certificates that are 21 credits or higher require approval from Ohio Department of Higher Education Chancellor's Council on Graduate Study (CCGS).

PARLIAMENTARY PROCEDURES

ROBERT'S RULES OF ORDER

Robert's Rules of Order provide common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of all business is controlled by the general will of the whole membership – the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate – to act according to its considered judgment after a full and fair “working through” of the issues involved.

Robert's Rules provide for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should “undue strictness” be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be discussed thoroughly before taking action. The assembly rules; it has the final say on everything. **Silence means consent.**

Procedures

- Debate cannot begin until the chair has stated the motion or resolution and asked “are you ready for the question?” If no one rises, the chair calls for the vote.
- Before the motion is stated by the chair, members may suggest modification of the motion; the mover can modify as s/he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The member moving the item is entitled to preference to the floor.
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives.
- The agenda and all committee reports are merely recommendations. When presented to the assembly and the question is stated, debate begins and changes occur.

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO	YOU SAY	INTERRUPT?	SECOND?	DEBATE?	AMEND?	VOTE?
End the meeting	I move to adjourn	No	Yes	No	No	Majority
Take a break	I move to recess for ...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Adhere to agenda	I call for the orders of the day	Yes	No	No	No	None
Temporary suspend further action / consideration	I move to lay the question on the table	No	Yes	No	No	Majority
End debate	I move to close the debate	No	Yes	No	No	2/3
Limit or extend length of debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
Refer to committee (may be existing or new committee)	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority

YOU WANT TO	YOU SAY	INTERRUPT?	SECOND?	DEBATE?	AMEND?	VOTE?
Kill motion for this session	I move that the motion be postponed indefinitely (exception: motion to reconsider can be made at same session)	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that/to ...	No	Yes	Yes	Yes	Majority

Incidental notions – no order of precedence – arise incidentally and decided immediately.

YOU WANT TO	YOU SAY	INTERRUPT?	SECOND?	DEBATE?	AMEND?	VOTE?
Enforce rules due to infraction of rules or improper decorum in speaking	Point of order	Yes	No	No	No	None
Submit matter to assembly to decide	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Allow a violation of assembly rules (except constitution)	I move to suspend the rules that ...	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question (must be stated before discussion or another motion is stated)	Yes	No	No	No	2/3
Divide a motion into two or more separate motions	I move to divide the question (motions must be able to stand on their own)	No	Yes	No	Yes	Majority
Demand rising vote	I call for a division	Yes	No	No	No	None
Inquire as to the correct motion	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions that bring a question again before the assembly – no order of precedence. Introduce only when nothing else pending.

YOU WANT TO	YOU SAY	INTERRUPT?	SECOND?	DEBATE?	AMEND?	VOTE?
Resume consideration of item previously "laid on the table"	I move to take from the table ...	No	Yes	No	No	Majority
Cancel or change previous action	I move to rescind / amend something previously adopted ...	No	Yes	Yes	Yes	2/3 or majority with notice
Reconsider motion	I move to reconsider the vote... (can be made only by one on the prevailing side who has changed position or view)	No	Yes	Varies	No	Majority

Excerpted from *Summary Version of Robert's Rules of Order* (© 1997 Beverly Kennedy) and *Parliamentary Motions Guide Based on Robert's Rules of Order, 11th Edition* (© Jim Slaughter).

II. ACADEMIC ORGANIZATION

POLICY AND PROCEDURES REGARDING ACADEMIC ADMINISTRATIVE STRUCTURES

ADMINISTRATIVE POLICY 3342-2-03.1

- A. The university recognizes and designates several types of academic administrative structures that serve to facilitate its academic mission. Primary academic structures aligned with the institutional goals and strategic directions of the university are designated as departments, schools, colleges and regional campuses. These secondary structures are designated as institutes, centers or other general-purpose organizational structures. Other general-purpose organizational structures may include advisory councils, associations, boards, bureaus, councils, forums or programs.

Approval for these academic administrative structures shall be given at various levels of the university's governance structure depending upon the unit's mission, scope and fiscal impact. Academic administrative structures exist to coalesce disciplinary expertise, to provide administrative support, to enhance the possibility of obtaining financial resources or extramural funding and to increase the possibilities for educational or community outreach.

B. Policy Implementation.

1. Regional Campus

- a. A regional campus may be created to provide instruction, outreach and research for a geographical service area distinct from the Kent Campus.
- b. Each regional campus provides on-site academic and administrative services and generally maintains its own physical plant.
- c. Regional campus faculty set degree requirements for associate degree programs through cognate committees with the approval of the provost, the regional campuses curriculum committee, the college curriculum committee, and the Educational Policies Council and Faculty Senate.
- d. The regional campus is a unit of analysis for student headcount, credit hour generation, faculty appointments, academic staff and budgetary support.
- e. A regional campus shall be established or eliminated by the Ohio Board of Regents and the KSU Board of Trustees upon the recommendation of the president and the provost. Prior to recommending the establishment or elimination of a regional campus, or the substantial modification of the academic structures of an existing campus, the president and provost shall consider the recommendation of the vice president for regional development and the dean for regional campuses. The president and provost also shall consider a recommendation from the appropriate curricular and governance bodies, including the regional campuses FAC and curricular committee, the Educational Policies Council and the Faculty Senate.
- f. A regional campus shall be headed by a dean who shall have a dual reporting line to the provost and to the vice president for regional development.

2. College

- a. A college may be created to align more effectively academic departments, schools and programs that share a common mission, similar instructional goals and related scholarly programs. Typically, the component units of a college shall represent disciplinary or professional specialties that have a close affinity with one another.
- b. The primary rationale for a college is to facilitate cooperation and collaboration among its various academic components while at the same time providing enhanced visibility and stature for these units within the university and with external publics.
- c. A college is also expected to yield substantial benefits for faculty, students and staff, as well as external constituent groups.

- d. A college shall be established or eliminated by the Board of Trustees upon the recommendation of the president and the provost. Prior to recommending the establishment or elimination of a college, or the substantial modification of the structures of an existing college, the provost shall consider the recommendation of the appropriate curricular and governance bodies, including the Educational Policies Council and the Faculty Senate.
- e. A college shall be headed by a dean who shall report directly to the chief academic officer of the university (i.e., provost) and who shall have primary responsibility for all curricular, budgetary, and personnel actions of the college. The dean shall be appointed by the provost upon the recommendation of the appropriate advisory body and approval of the Board of Trustees.

3. Departments and dependent schools

- a. A department or dependent school may be created to house one or more academic programs with associated faculty, degree programs and students.
- b. The primary rationale for a department or dependent school is to provide instruction in a professional discipline, an academic area or field. Each department has a resident faculty that offers instruction in one or more academic disciplines or fields. Each dependent school has a resident faculty that offers instruction in one or more professional disciplines, academic areas or fields.
- c. Department and dependent school faculty set degree requirements for unit major programs, with the approval of the College Curriculum Committee and the Educational Policies Council.
- d. The department or dependent school is a unit of analysis for student headcount, credit-hour generation, faculty appointments, academic staff and budgetary support.
- e. Other purposes of departments and dependent schools are to focus scholarly and disciplinary activities of the faculty and to provide professional services in the areas(s) of departmental expertise.
- f. A department or dependent school shall be established or eliminated by the Board of Trustees upon the recommendation of the president, the provost and the dean. Prior to recommending the establishment or elimination of a department or dependent school, or the substantial modification of the structure of an existing department(s) or dependent school(s), the provost shall consider the recommendations of the appropriate curricular and governance bodies, including the College Curriculum Committee, Educational Policies Council, and the Faculty Senate.
- g. A department or dependent school shall be headed by a chair or director who shall have primary responsibility for all curricular, budgetary and personnel actions of the unit. The chair/ director shall be appointed by the dean in consultation with the provost upon the recommendation of the appropriate faculty advisory body and approval of the Board of Trustees.

4. Independent school or graduate school

- a. An independent school or graduate school may be created to house one or more academic programs with associated faculty, degree programs and students.
- b. The primary rationale for an independent school or graduate school is to provide instruction in a professional field. Each independent school has a resident faculty that offers instruction in one or more professional disciplines or fields.
- c. Independent school or graduate school faculty set degree requirements for the school's major programs, with the approval of the Educational Policies Council.
- d. The independent school or graduate school is a unit of analysis for student headcount, credit hour generation, faculty appointments, academic staff and budgetary support.

- e. Other purposes of independent schools and graduate schools are to focus scholarly and professional activities of the faculty and to provide professional services in the area(s) of the school's expertise.
- f. An independent school or graduate school shall be established or eliminated by the Board of Trustees upon the recommendation of the president, the provost and the dean. Prior to recommending the establishment or elimination of an independent school or graduate school, or the substantial modification of the structure of an existing independent school(s) or graduate school, the provost shall consider the recommendations of the appropriate curricular and governance bodies, including the Educational Policies Council and the Faculty Senate.
- g. An independent school or graduate school shall be headed by a dean who shall report directly to the chief academic officer of the university (i.e., provost) and who shall have primary responsibility for all curricular, budgetary, and personnel actions of the school. The dean shall be appointed by the provost in consultation with the appropriate advisory body and approval of the Board of Trustees.

5. Divisions

- a. Divisions within academic affairs exist to provide services beyond those offered by colleges, department and dependent schools, or independent schools and graduate schools. These services include, for instance, advising, fundraising, instruction in library use and in research methods, management of the library's collections and databases, and planning and installation of classroom technology and/or technology support. Current divisions include:
 - (1) Libraries and Media Services
 - (2) Research and Graduate Studies
 - (3) Undergraduate Studies

6. Institute

- a. An institute may be created to facilitate comprehensive research on a major problem or on a cluster of significant related topics or issues. The topics or issues that provide the focus for the institute shall involve two or more departments or schools and incorporate a university-wide perspective. Ordinarily, institutes are created because the organization, advantages, and support they provide are not feasible under existing departmental or school structures. Institutes shall be supported insofar as possible through extramural resources.
- b. An institute shall facilitate and administer the performance of research and provide an organizational identity to selected research programs and participating faculty, staff and students. An institute shall supplement and complement the mission of the academic departments, schools and colleges.
- c. An institute shall be established or eliminated by the Board of Trustees upon the recommendation of the president and the provost. Prior to recommending the establishment or elimination of an institute, the provost will consider the recommendations of the appropriate curricular and governance bodies (i.e., college curriculum committee(s), Educational Policies Council and the Faculty Senate).
- d. An institute shall be headed by a director appointed by the provost upon the recommendation of the appropriate dean(s) and approval by the Board of Trustees.
- e. The director shall file an annual report with the appropriate dean(s), with copies to the provost and the vice president for research and dean of graduate studies.

7. Center

- a. A center may be created to make faculty expertise available to university and outside constituencies; research, while endemic to its operation, is not necessarily the primary focus of a center. Centers typically provide a service or serve purely an administrative purpose.
- b. The rationale for a center is to provide an administrative structure to focus and bring together the efforts of a faculty on a single area or cluster of related areas. Centers shall supplement and complement the mission of the academic department and college.
- c. A center shall be established by the provost upon the recommendation of the deans of participating colleges and independent schools and the chairperson(s) and director(s) of participating department and dependent schools. In the case of regional campuses, a center shall be established by the provost upon the recommendation of the vice president for regional development and the regional campus dean(s). Prior to recommending the establishment of a center, including those at a regional campus, the provost will consider the recommendations of the appropriate governance bodies (i.e., department or dependent school curriculum committee, college curriculum committee, and the Educational Policies Council, the Faculty Senate and the RCFAC, when appropriate).
- d. A center shall be headed by a director or coordinator appointed by the provost upon the recommendation of the appropriate dean(s) and approved of the Board of Trustees.
- e. The director or coordinator shall file an annual report with the dean, chairperson or director. The annual report for each center shall be included in the regional campus, college department or dependent school, or independent school annual mission report, whichever is appropriate.

8. Other Designations for General-Purpose Organizational Structures

- a. In addition to institutes and centers, the university recognizes other designations more limited in scope such as bureaus, forums, advisory councils, associations, boards, and councils.
- b. These general-purpose organizational structures may be established by the appropriate dean with the approval of the provost. Prior to recommending the establishment of a general-purpose structure, the dean will consider the recommendations of the departmental faculty advisory committee and/or the regional campus faculty advisory committee.

C. Review Procedures for Secondary Administrative Units

1. Unless an exception is approved by the provost, all institutes and centers will be reviewed every five years.
2. The review will include a comparison of the activities and achievements of the institute, center or general-purpose structure with the elements called for in University Policy 3342-1-03 in order to determine if the unit is meeting its intended mission. Each review will conclude with a recommendation to continue, modify or abolish the structure.
3. An institute, center or general-purpose structure may be abolished as a result of a review or abandoned as a result of inactivity. The action to abolish or abandon will be taken by the Board of Trustees in the case of institutes; by the provost in the case of centers; and by the appropriate vice president, dean or other administrative officer in the case of general-purpose structures. In each case, the abolishment or abandonment will not be finalized without a notification to governance bodies, such as the Faculty Senate and a notification and consideration of the recommendation of the affected department, dependent school, independent school, college and/or regional campus.

Effective: August 13, 2007

Prior Effective Dates: 11/4/1977, 8/31/1979, 4/30/1982, 10/5/1988, 10/24/1988, 5/1/1995, 3/7/2000, 9/19/2006

ORGANIZATION OF KENT STATE UNIVERSITY ACADEMIC ADMINISTRATIVE STRUCTURE

See the academic programs Excel document on the Curriculum Services website for programs housed within the individual units (www.kent.edu/provost/curriculum).

College of Applied Engineering, Sustainability and Technology

College of Architecture and Environmental Design

College of the Arts

School of Art

Shannon Rodgers and Jerry Silverman School of Fashion Design and Merchandising

Hugh A. Glauser School of Music

School of Theatre and Dance

College of Arts and Sciences

Department of Anthropology

Department of Biological Sciences

School of Biomedical Sciences

Department of Chemistry and Biochemistry

Department of Computer Science

Department of English

Department of Geography

Department of Geology

Department of History

Department of Mathematical Sciences

Department of Modern and Classical

Language Studies

Department of Pan-African Studies

Department of Philosophy

Department of Physics

Department of Political Science

Department of Psychological Sciences

Department of Sociology

College of Business Administration

Department of Accounting

Department of Economics

Department of Finance

Department of Management and Information Systems

Department of Marketing and Entrepreneurship

College of Communication and Information

School of Communication Studies

School of Journalism and Mass Communication

School of Library and Information Science

School of Visual Communication Design

College of Education, Health and Human Services

School of Foundations, Leadership and Administration

School of Health Sciences

School of Lifespan Development and Educational Sciences

School of Teaching, Learning and Curriculum Studies

College of Nursing

College of Podiatric Medicine

College of Public Health

Department of Biostatistics, Environmental Health Sciences and Epidemiology

Department of Health Policy and Management

Department of Social and Behavioral Sciences

Honors College

Regional College

University College

School of Digital Sciences

Division of Graduate Studies

Division of University Libraries

Kent State University Campuses

Ashtabula Campus

East Liverpool Campus

Geauga Campus (includes Regional Academic Center in Twinsburg)

Kent Campus (includes Independence site)

Salem Campus

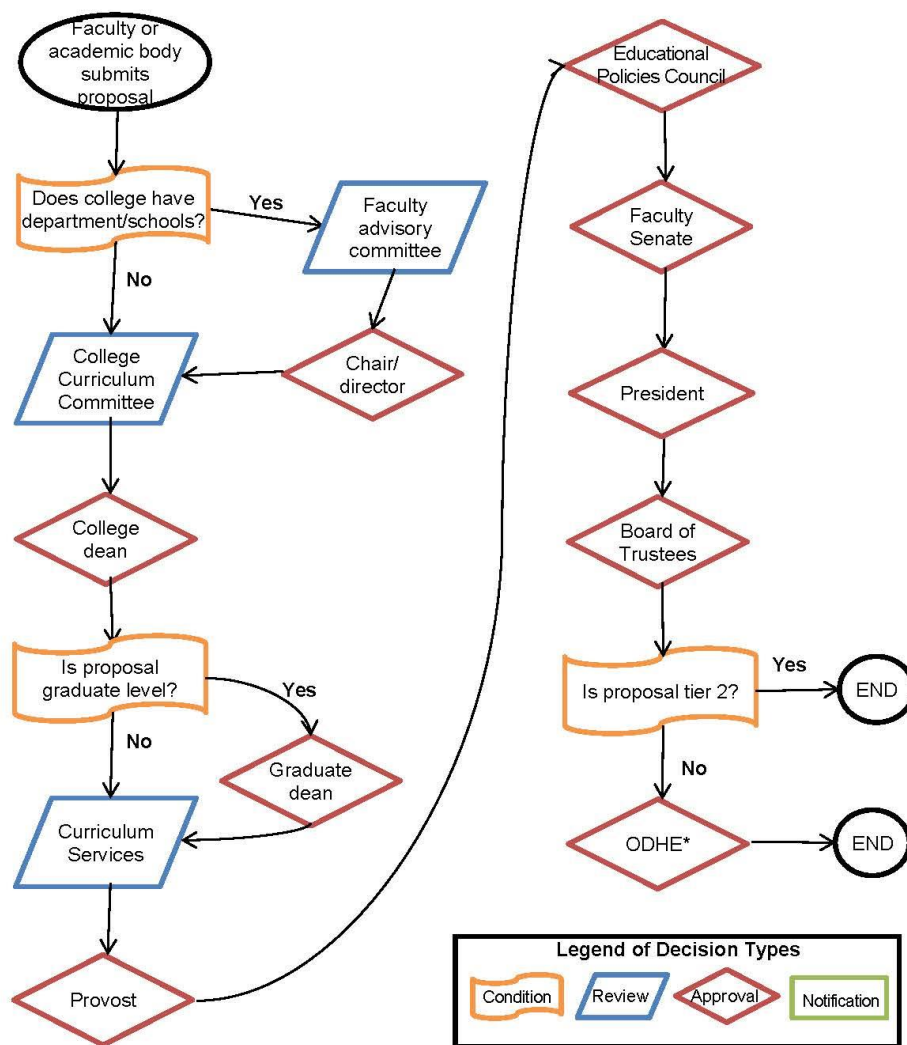
Stark Campus

Trumbull Campus

Tuscarawas Campus

APPROVAL FLOWCHART FOR AN ACADEMIC ADMINISTRATIVE STRUCTURE

Visit www.kent.edu/provost/curriculum for curricular forms to establish, revise or inactivate.



*Ohio Department of Higher Education
(formerly Ohio Board of Regents)

Tier 2 proposals (President and Board of Trustees final approvers)

- Academic unit (college, school, department) - establishment, inactivation, revision (e.g., name change, merger, school to college)
- Institute - establishment, revision, inactivation
- Center - establishment, revision, inactivation

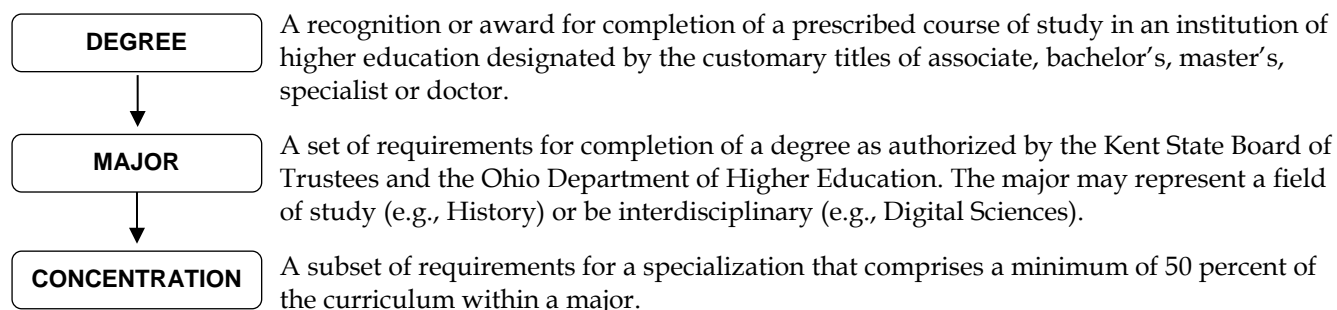
Tier 1 proposals (Ohio Department of Higher Education final approver)

- College - establishment or substantial change that affects region or other institutions (e.g., College of Engineering)

III. 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 categories.



Example: Bachelor of Science degree – Biology major – Molecular Biology concentration.

KENT STATE'S PROGRAM AND COURSE COUNT

		Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Associate	Degrees	5	5	5	5	5	5
	Majors *	37	38	35	35	35	35
	Concentrations	19	22	24	24	24	24
Bachelor's	Degrees	11	12	12	12	12	12
	Majors *	121	122	122	125	120	123
	Concentrations	166	172	192	201	207	202
Master's	Degrees	17	18	18	22	22	22
	Majors *	118	112	110	114	115	113
	Concentrations	157	157	161	146	154	150
Post-Master's	Degrees	1	1	1	1	1	1
	Majors *	8	6	6	6	6	6
Doctoral	Degrees	2	3	4	4	4	4
	Majors *	47	48	48	49	49	49
	Concentrations	23	24	25	26	26	26
Total Degrees		36	39	40	44	44	44
Total Majors		331	326	321	329	325	326
Certificates	Undergraduate	42	26	16	19	18	18
	Post-Bachelor's	21	24	17	19	20	24
	Post-Master's	34	31	28	28	23	25
Minors		108	122	134	144	144	150
Courses **		8,513	8,602	7,619	7,879	8,029	8,272

* Included in this count are majors counted separately in multiple degrees (e.g., the Physics major within the BA and BS degrees is counted twice), as well as majors awaiting final approval or have had admissions suspended.

** Not included in this count are courses on hold pending inactivation.

See the academic programs Excel document on the Curriculum Services website for all programs offered at Kent State (www.kent.edu/provost/curriculum).

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.

Per the Ohio Department of Higher Education guidelines, a major must comprise a minimum of 30 semester hours of specialized study leading to both breadth and depth in a particular discipline.

Concentration. Majors may have concentrations (required or optional) to indicate in-depth knowledge in a particular area of the major and is recognized on the student's transcript. Concentrations differ from majors in that the concentration must include a minimum of 50 percent of the curriculum within the major. In other words, major coursework that is required for all the concentrations (i.e., shared or major core) must be more than 50 percent of the overall curriculum required for the concentrations. Or, said another way, concentration hours must account for less than 50 percent of the total curriculum within the major. This percentage does not include general education, additional program requirements and general electives). For example, if a major with concentrations has 30 credits of shared major coursework (not including Kent Core, electives or required courses not counted in major GPA), each concentrations must be 15 credits or less of major coursework (again, not including Kent Core, electives or required courses not counted in major GPA specific to a concentration).

MINOR

An academic minor is a curriculum component, smaller than the major, which 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 a minimum of 6 of those hours being upper-division credit and a minimum 50 percent of the total hours in residence. Minors are sponsored by the unit that offers the courses in that discipline.

Students in a bachelor's or an applied associate degree (e.g., AAB, AAS) or the Associate of Technical Study (ATS), of which there is a major, may declare a minor. Students in a generalist associate degree (e.g., AA, AS, ATS-Individualized Program) may not declare a minor.

Students may not pursue a minor and a major in the same discipline. A minimum of 6 credit hours in the minor must be outside of the course requirements for any major or other minor the student is pursuing. Students must formally declare a minor, similar to the process by which they declare the major.

CERTIFICATE

Certificate programs exist at Kent State University 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 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 are 21 credit hours or more must be approved by the Ohio Department of Higher Education.

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*, department websites) 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. More information on the gainful employment regulation is found at www.ed.gov/category/keyword/gainful-employment.

The Ohio Department of Higher Education defines the level of certificate programs as the following:

Undergraduate General Certificates: An award that requires completion of an organized program of study at the postsecondary level (i.e., below the baccalaureate). They are further classified into the following categories (from the IPEDS Glossary):

Postsecondary – 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: CER1-1xx.)

Postsecondary – At Least One, But Less than Two Academic Years: Total program must be more than 30 and less than 60 semester credit hours. (Banner code: CER2-2xx.)

Postsecondary – At Least Two, But Less than Four Academic Years: Total program must be more than 60 and less than 120 semester credit hours. (Banner code: CER4-4xx.)

Sub-Baccalaureate: A teacher preparation certificate that requires a bachelor's degree for admission. For federal financial aid eligibility, the certificate "consists of courses required by a state in order for a student to receive a professional certification or licensing credential that is required for employment as a teacher in an elementary school or secondary school in that State, except that it does not include any program of instruction offered by a TEACH Grant-eligible institution that offers a bachelor's degree in education" (per the Code of Federal Regulations, which titles these programs as "post-baccalaureate").

Undergraduate Technical Certificates: An award designed for an occupation or specific employment opportunity. These certificates should prepare students for a valid occupational license or third-party industry certification, if available, related to the field of study. Technical certificates and their associated occupational license or certification require approval from the Ohio Department of Higher Education. Technical certificates are further classified into two categories:

Technical – One Year: Total program must be minimum 30 semester credit hours, with the majority of the coursework completed in a pre-scribed technical area.

Technical – Less Than One 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.

Graduate Certificates:

Post-Baccalaureate: Requires completion of organized program of study 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 8 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 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. Total program must be minimum 8 credit hours for students to be eligible for federal financial aid. (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.

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-related field. The degree requires a minimum of 60 semester credit hours and should not exceed 65 hours unless it can be shown that the additional coursework is required to meet professional accreditation or licensing requirements.

Associate degree programs requiring hours beyond 65 hours in order to meet accreditation or licensing requirements are expected to align similarly to like programs at other Ohio public institutions and shall not exceed 73 semester credit hours. The degree 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:

<u>Curriculum Requirements</u>	<u>Credits</u>
freshmen orientation (US 10097)	1
Kent Core (general education requirement)	36
general electives *	23
Minimum Total	60

* 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:

<u>Curriculum Requirements</u>	<u>Credits</u>
freshmen orientation (US 10097)	1
Kent Core (general education requirement) *	15
major (technical) requirements **	varies
additional program requirements (related) **	varies
general electives **	varies
Minimum Total	60

* 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 or more (i.e., minimum 30 credit hours) of total program.

The **Associate of Technical Study (ATS)** degree is an individually planned program of study designed to respond to the need for specialized technical education and specific career objectives. The Ohio Department of Higher Education divides The ATS degree into two types:

- Type A allows students to develop, in consultation with a faculty advisor, a coherent combination of technical courses selectively drawn from two or more technical programs offered at Kent State to serve a career objective that is not adequately addressed by one of the existing programs alone. Students in the ATS degree type A declare the Individualized Program major at Kent State.
- Type 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, career centers or other educational enterprises judged by Kent State to be of college level and for which Kent State awards degree credit. Students in the ATS degree type B declare the appropriate university-approved major in their field.

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

<u>Curriculum Requirements</u>	<u>Credits</u>
freshmen orientation (US 10097)	1
Kent Core (general education requirement) *	15
articulated credit **	max 30
major (technical) requirements **	varies
additional program requirements (related) **	varies
general electives **	varies
Minimum Total	60

* 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).

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 120 semester credit hours of coursework; bachelor's degree programs should not exceed 126 semester credit hours unless it can be shown that the additional coursework is required to meet professional accreditation or licensing requirements.

The curriculum structure of the bachelor's degree at Kent State University is the following

<u>Curriculum Requirements</u>	<u>Credits</u>
freshmen orientation (US 10097)	1
Kent Core (general education requirement)	36
two designated-diversity courses (global/U.S.)	varies
designated writing-intensive course	varies
approved experiential learning activity	varies
major requirements *	min 30
additional program requirements	varies
concentration requirements, if any **	varies
general electives	varies
Minimum Total	120

28 | III. ACADEMIC PROGRAMS AND POLICIES

* Per the Ohio Department of Higher Education, a major must comprise a minimum of 30 semester hours in a particular discipline.

** Concentrations must include a minimum of 50 percent of the curriculum within the major.

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 or technical 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/licensing 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 or technical 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. An example is the Bachelor of Science degree in respiratory care, which is a two-year program for students who hold an accredited associate degree in respiratory therapy/care.

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 graduate 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 20 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 Geographic Information Science (MGISc)**, **Master of Health Care Design (MHCD)**, **Master of Landscape Architecture I/II (MLA1/2)**, **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)**.

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.

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)**.

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 may be 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.

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.

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.

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

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 academic 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 or dismissal from the university, acceptance of academic credit and application of course grades and student grade point average. Academic policies are found in the *University Catalog*.

The term “policy” also includes university policies, administrative policies and operational policies, which are found in the *University Policy Register* (www.kent.edu/policyreg).

University policies are defined as policy statements, 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 university community. University policies require approval of the appropriate executive officer, the president and board. Some academic policies are also considered university policies and published in both the *University Catalog* and *Policy Register*.

Administrative policies are defined as rules and regulations governing internal operations in concert with university policies. These policies often clarify the roles and responsibilities of administrators, staff, faculty and students relative to a specified subject matter, as well as to provide guidance on general procedural matters. Administrative policies require the approval of the appropriate executive officer and the president and notification of the board.

Operational policies are defined as very specific sets of instructions or procedures to be followed in support of a related administrative policy, necessary to implement a policy or program at the university. As the university is often changing the department-level procedures to ensure operational efficiency, this policy format should be used sparingly and only if absolutely necessary to carry out a specific process vital to the mission of the university. Otherwise, a department-level policy document should be sufficient. Operational policies require notification of the president and board.

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** should be the officially approved ones and consistent throughout the proposal.
- **Concentrations** are sometimes misidentified as majors, and minors are sometimes misidentified as concentrations. Definitions of both can be found on page 24 of this document.
- **Document consistency** is critical. Confirm that the program and its requirements are identical in proposal summary and in the catalog copy and 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 proposal also is submitted.
- **Only one proposal is needed** for multiple changes to a major and its concentrations, even if different actions are occurring to the major core and individual 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.

WHEN A PROGRAM REVISION IS NOT A REVISION BUT A NEW PROGRAM

Faculty members in charge of programs are encouraged to review and update their curricular offerings periodically to assess curricular relevance with respect to recent developments of new knowledge in the field or discipline. However, if the revisions are extensive enough that the revised program no longer resembles the existing, approved program – e.g., the mission, goals, objectives and/or learning outcomes are substantially different, as are the career opportunities for graduates – the program will be considered a new program and must follow the new program approval process.

Per the Chancellor's Council on Graduate Study, if changes in a graduate program's curriculum (in contrast to the method of delivery) equal or exceed 50 percent based on the total number of credit hours in the degree program as published in the current graduate catalog, the program will be considered a new program and must follow the new program approval process.

A proposal that elevates an existing concentration within a major to its own major (i.e., becomes a separate degree program) must follow the new program approval process.

STEPS FOR PROCESSING PROGRAM AND POLICY PROPOSALS

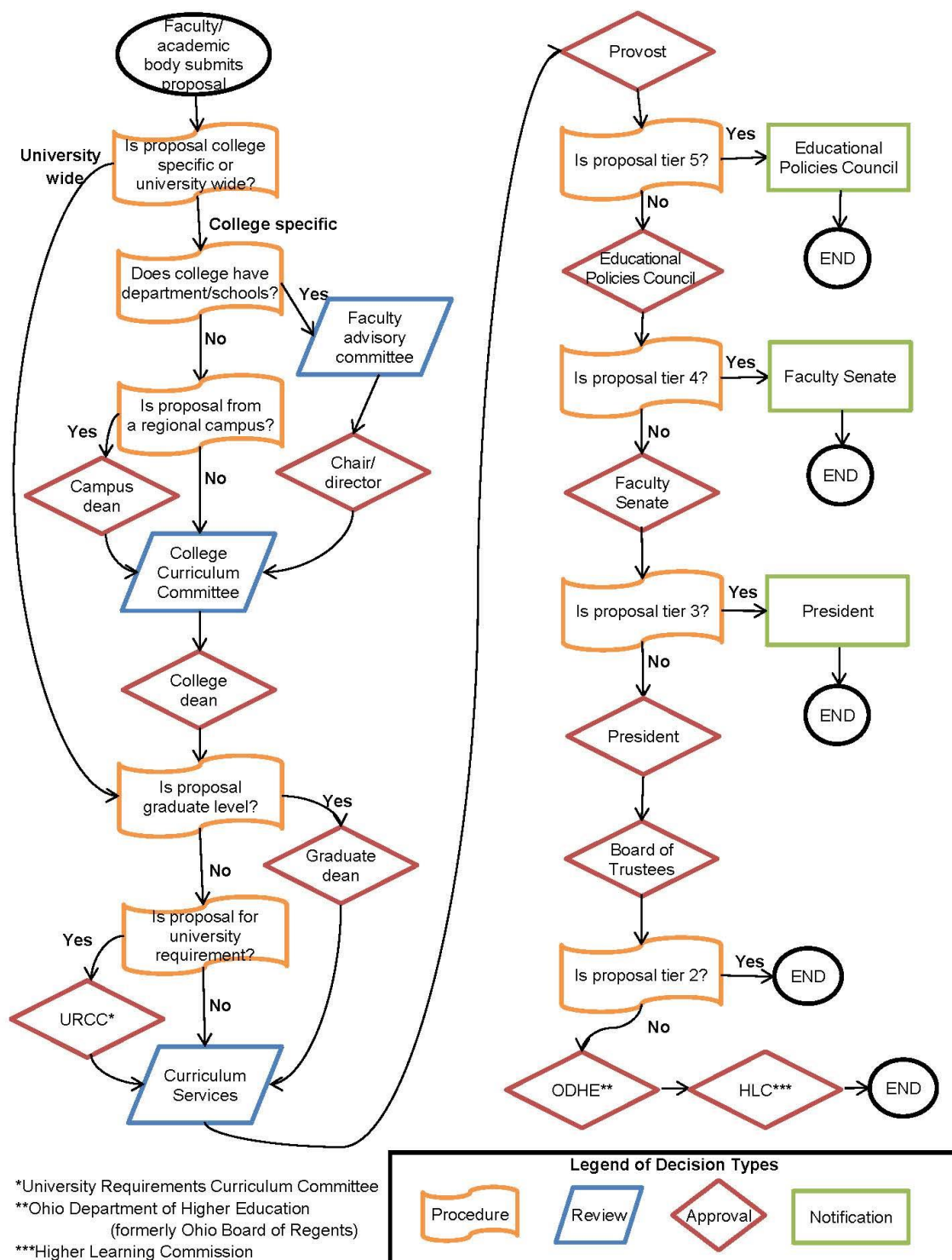
1. Complete the appropriate paperwork (see www.kent.edu/provost/curriculum/curricular-forms) and submit proposal to the department or school's curricular body. The department chair, school director or campus dean must sign the Certification of Curriculum Proposal (CCP) form indicating approval
2. Submit 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.
5. 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/educational-policies-council.
6. When appropriate, EPC-approved items are submitted to the Faculty Senate and forwarded to the president, Board of Trustees and Ohio Department of Higher Education for approval (see Section I for curriculum approval chart.)
7. 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 Search Programs and Degrees website (www.kent.edu/gps).
8. 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.
9. 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/archives.

DEADLINES AND EFFECTIVE DATES FOR PROGRAM AND POLICY PROPOSALS

Due to the implementation of a new catalog and curriculum management software, the November 2015 EPC meeting will be the last meeting to approve course and program additions and revisions for fall 2016 (as opposed to the historical January EPC meeting). Deadline for submissions to the EPC agenda is Monday, 26 October 2015. In addition, no course or program additions or revisions will be accepted between December 2015 and July 2016 (program revisions include anything that changes the criteria for a student to be admitted, progress or graduate from a program). Exception is establishment of a new degree or major, which entails a long timeline for approval.

APPROVAL FLOWCHART FOR AN ACADEMIC PROGRAM OR POLICY

Visit www.kent.edu/provost/curriculum for curricular forms to establish, revise or inactivate.



- 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)

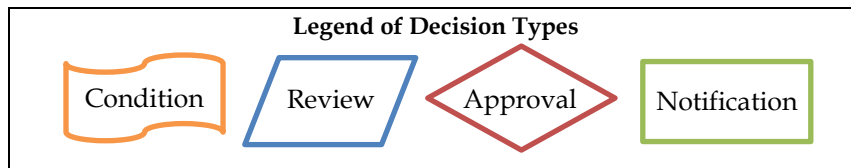
- Major/degree – inactivation
- University-wide academic requirement (e.g., Kent Core) – establishment, substantial revision, inactivation
- University-wide academic policy – establishment, substantial revision, inactivation

Tier 1 proposals (Ohio Department of Higher Education and Higher Learning Commission final approvers)

- Major/degree – establishment (notification for inactivation)

* Proposal will go to Ohio Department of Higher Education for approval after final approval in appropriate tier

† Proposal will go to next tiers as notification



IV. COURSES

COURSE NUMBERING

The definition of levels and numbering of courses at Kent State University is intended to provide a clear distinction among lower-division, upper-division and graduate courses. Ideally, course numbers should also clarify course sequencing where that is intended. In general, levels of courses differ with regard to the breadth and depth of their content, the perspective from which the subject is viewed, the degree to which particular intellectual skills are emphasized and the degree of responsibility expected of students as they study the subject. Course numbers usually correspond to the classification of students as freshmen, sophomores, juniors, seniors, master's and doctoral students.

Some digits of the course number are intended to convey a university-wide meaning and must be used consistently across all disciplines. The first digit identifies the level of instruction:

00000	developmental	undergraduate courses	50000	master's	graduate courses
10000	freshman		60000	master's	
20000	sophomore		70000	doctoral	
30000	junior		80000	doctoral	
40000	senior				

Developmental (00000) courses, also known as remedial, are designed for students deficient in the general competencies necessary for a regular post-secondary curriculum and educational setting. More information on developmental courses can be found on page 39 of this document.

Lower-division (10000, 20000) courses are for freshmen, sophomores and others with little or no background in the discipline. Generally, these courses provide the understanding, foundation and preparation for more advanced study (although a pathway for more advanced study is not always required, and they may be ends in themselves).

Upper-division (30000, 40000) credit should be awarded for courses that are major related with the specialization, breadth and depth in a particular field. These courses typically have prerequisites because it is understood that it is advanced study, and students need the proper knowledge before taking the course.

The second and third digits of the course number may be assigned at the discretion of the department. The fourth and fifth digits of the course number may be assigned at the discretion of the department, except for the numbers from xxx86 through xxx90, which are restricted for future expansion, and the numbers xxx91 through xxx99, which have the following prescribed meanings:

xxx91	Variable-Content Seminar	xxx98	Research or Master's Project
xxx92	Field Experience or Practicum or Internship	4xx99	Senior Project
xxx93	Variable-Topic Workshop	6x199	Thesis I
xxx94	College Teaching	6x299	Thesis II
xxx95	Special Topics	8x199	Dissertation I
xxx96	Individual Investigation	8x299	Dissertation II
xxx97	Variable-Topic Colloquium		

See "Courses with Designated Numbers" on next page for the definition of each course.

COURSES WITH DESIGNATED NUMBERS

xxx91 VARIABLE CONTENT SEMINAR IN [department name] (1-4)

Courses offered under xxx91 have changing content or are not offered with sufficient regularity to warrant status as a normal offering. Variable content seminars cannot be required in an academic program. All titles of variable content seminars begin with "SEM:" in the *Schedule of Classes* and the title is printed on each enrollee's transcript. Seminars that have a relatively unchanging content and are offered with regularity should be assigned an unreserved number. Letter or satisfactory/unsatisfactory (S/U) grades are permitted. See "Instructional Delivery and Credit-to-Contact Hours" on pages 43-46 for more information on a seminar course.

xxx92 FIELD EXPERIENCE or PRACTICUM or INTERNSHIP IN [department name] (1-12)

Letter or satisfactory/unsatisfactory (S/U) grades are permitted. In-progress (IP) grade may be permitted for coursework that cannot be completed within the semester. Documentation is necessary for that grade rule consideration. See "Instructional Delivery and Credit-to-Contact Hours" on pages 43-46 for more information on a field experience, practicum or internship course.

xxx93 VARIABLE TOPIC WORKSHOP IN [department name] (1-6)

Workshops are administered through the College of Continuing and Distance Education and are typically directed toward post-degree professional renewal or to the mastery and application of knowledge and skills that address a narrowly defined range of problems or issues related to practice. Variable-topic workshops cannot be required in an academic program. All titles of variable-topic workshops begin with "WKSP:" in the *Schedule of Classes*, and the title is printed on each enrollee's transcript. Workshops are limited to satisfactory/unsatisfactory (S/U) grades. All initial workshop offerings should be approved by departmental curriculum committees and forwarded for review by college curriculum committees. Generally, the Ohio Department of Higher Education does not support awarding graduate credit for attendance at a conference or workshop experience with limited additional work, as this does not meet the rigor appropriate to graduate level work.

xxx94 COLLEGE TEACHING IN [department name] (1-3)

Designed to provide supervision and/or instruction in the special aspects of college teaching. Letter or satisfactory/unsatisfactory (S/U) grades are permitted.

xxx95 SPECIAL TOPICS IN [department name] (1-4)

Special topics courses are used to sample new offerings to determine whether or not formal adoption is desirable. Academic units may offer special topics courses a maximum three times prior to full curricular review. Specific topics under this course designation cannot be required in an academic program. All titles of special topics courses begin with "ST:" in the *Schedule of Classes* and the title is printed on each enrollee's transcript. Special topics courses should be approved by the departmental curriculum committee and reviewed by the college curriculum committee before being introduced into the *Schedule of Classes*. Letter grades are permitted. Documentation is necessary for any other grade rule to be considered.

xxx96 INDIVIDUAL INVESTIGATION IN [department name] (1-3)

Individual enrollment for independent study carried out by a student under the supervision of a faculty member. Letter or satisfactory/unsatisfactory (S/U) grades are permitted. In-progress (IP) grade may be permitted for coursework that cannot be completed within the semester. Documentation is necessary for that grade rule consideration. See "Instructional Delivery and Credit-to-Contact Hours" on pages 43-46 for more information on an individual investigation course. Independent investigation should not be confused with individualized instruction, which is the teaching of a regular, existing course to a single student. Individualized instruction is offered only when the department or school is not offering a course according to the schedule or with sufficient frequency and it is needed by a student for a critical reason. In the case of an individualized instruction, the student should be registered into a section of the regular course, and not an individual investigation course, so that completion of the course is accurately reflected on the student's transcript.

xxx97 VARIABLE TOPIC COLLOQUIUM IN [department name] (1-3)

Colloquia have changing content or are not offered with sufficient regularity to require status as a normal offering. All titles of the variable topic colloquium begin with "COLL:" in the *Schedule of Classes*, and the title is printed on each enrollee's transcript. Colloquia that have a stable, repeating content and are offered with regularity should be assigned an unreserved number. Letter or satisfactory/unsatisfactory (S/U) grades are permitted.

xxx98 RESEARCH or MASTER'S PROJECT IN [department name] (1-15)

Individual enrollment for research is used to award credit for work carried out by a student under the supervision of a faculty member. The work is designed to promote inquiry on a topic and it normally should result in a paper or some other appropriate product. Letter or satisfactory/unsatisfactory (S/U) grades are permitted. In-progress (IP) grade may be permitted for coursework that cannot be completed within the semester. Documentation is necessary for that grade rule consideration.

4xx99 SENIOR PROJECT (1-3) Grades limited to letter and in progress (IP).

6x199 THESIS I (2-6) Grades limited to satisfactory/unsatisfactory (S/U) and in progress (IP).

6x299 THESIS II (2) Grades limited to satisfactory/unsatisfactory (S/U) and in progress (IP).

8x199 DISSERTATION I (15) Grades limited to satisfactory/unsatisfactory (S/U) and in progress (IP).

8x299 DISSERTATION II (15) Grades limited to satisfactory/unsatisfactory (S/U) and in progress (IP).

CROSS-LISTED COURSES

Cross-listing a course means that a single course is offered by two departments/schools, allowing the academic units to collaborate on a topic that may cross disciplines. Students may register for only one course; however, the two courses are co-scheduled (offered at the same time, on the same day in the same room and with the same instructor[s]). Therefore, cross-listed courses must have identical titles, credit hours, grade rules, descriptions (including content) and learning outcomes. Cross-listing of courses in more than two departments is discouraged unless there is a clear academic rationale for the multiple listing. Supportive documentation is required for each cross-listed course in the course inventory. Faculty submitting a revision to one cross-listed course must also submit (or ensure that the appropriate academic unit is submitting) the same revision to the corresponding cross-listed course.

Cross-listed courses are considered equivalent (i.e., treated as the same course) in regards to student course registration, GPA and hours calculation, and eligibility for federal financial aid. See more about course equivalency on page 39.

SLASHED COURSES

Slashed courses enable students at two or three levels (e.g., senior undergraduate, master's, doctoral) within the same discipline to be instructed simultaneously. Students may register for only one course; however, the two courses are co-scheduled (offered at the same time, on the same day in the same room and with the same instructor[s]). Slashed courses permitted are 4/5 (senior-level bachelor's/master's), 4/5/7 (senior-level bachelor's/master's/doctoral) and 6/8 (master's/doctoral).

Slashed courses must have the same course subject (e.g., BSCI) and be identical with the exception of the course level and prerequisite (i.e., students registering for 50000-level must be graduate standing; students registering

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for 70000-level must be doctoral standing). Slashed courses must specify differential expectations for bachelor's, master's and doctoral students.

Although they may be co-scheduled, slashed courses are considered stand-alone courses (with separate registration, enrollment and subsidy levels); therefore, supportive documentation is required for each slashed course in the course inventory. Faculty submitting a revision to one slashed course must also submit the same revision to the corresponding slashed course.

Slashed courses are considered equivalent (i.e., treated as the same course) in regards to student course registration, GPA and hours calculation and eligibility for federal financial aid. See more about course equivalency, below. Undergraduate students are not permitted to register for a graduate course that has a slashed undergraduate course unless the registration is approved through the students' enrollment in a combined bachelor's/graduate degree program.

EQUIVALENT COURSES

Kent State courses determined by faculty to share more than 70 percent of the total content and student learning outcomes are considered equivalent. These courses are programmed in Banner to be treated as the same course (equivalency is noted in each course's catalog description). Courses designated as cross-listed and slashed are programmed automatically as equivalent; however, there are many Kent State courses that are not co-scheduled but are considered equivalent (e.g., COMT 11000 Introduction to Computer Systems is equivalent to MIS 24053 Introduction to Computer Applications). Courses that previously had a different course subject, number and/or title are also programmed in Banner to recognize their former identifications. Therefore, it is extremely important to consider equivalency between the course with the old subject/number/title and the course with the new subject/number/title.

If equivalent courses are lower division (10000 or 20000 level), they will factor into the GPA recalculation policy for repeated courses. E.g., if a student takes COMT 11000 and earns a C, and then takes its official equivalent, MIS 24053, and earns a B, only the B grade will be calculated into the overall GPA and its related credits counted in the overall hours toward graduation. If the equivalent courses are upper-division (30000 or 40000 level) or graduate (50000 to 80000 level), students taking one and then the other will have both grades calculated into their GPA; however, the credit hours for the second course are not counted toward graduation.

If a course is a prerequisite for another course, its official equivalent will satisfy the prerequisite. E.g., students who completed COMT 11000 will be able to register successfully for a course that has a prerequisite of MIS 24053.

Equivalent courses should not have different credit hours. E.g., if a student takes Course 10000 (3 credits) and earns a C, then takes its official equivalent Course 20000 (1 credit) and earns a B, only 1 credit will be counted toward graduation.

Groupings of equivalent courses cannot be entered in Banner (e.g., three courses taken together are equivalent to one course, or one course that is split into two courses or vice versa). Any GPA or credit recalculation for those courses must be done manually with the approval of the Office of the University Registrar.

Please be aware of equivalency when revising a course. If the revisions to a course are so great that the revised course cannot no longer be considered equivalent to the current course, the current course should be inactivated, and a new course established.

WHEN A REVISION IS NO LONGER A REVISION: NEW COURSE NUMBERS

A substantial revision to a course may result in a scenario in which the newly revised course is no longer equivalent to the course, as it previously existed. In this case, the current course should be inactivated, and a new course established. The following changes represent a few examples of substantial revisions that may affect equivalency: The removal of a laboratory component of a course; major revisions to course content, description, and/or title; and addition or subtraction of contact hours and associated content. Other types of revisions may also result in a loss of equivalency.

Substantial revisions of this nature require consideration of course repeat and applicability. For example, if Course 10000 (5 credit hours, combined lecture/laboratory) was revised to be a 4-credit hour lecture course, a student could repeat the course and recalculate their grade without again completing the laboratory portion and associated content. The student would also lose one credit hour toward graduation. Additionally, students who successfully complete either the newly revised version or the previous, existing version of Course 10000 will be able to satisfy any requirement of the course in a previous or current catalog year.

Please consult with the Office of Curriculum Services if you have any questions related to course revisions and equivalency. The Office of Curriculum Services may, after reviewing a proposal, consult with the originator to discuss establishing a new course rather than moving forward with a revision if the extent of the proposed revisions raise concerns such as these.

If a course is split into two courses (e.g., a lecture/lab course split into separate lecture and lab courses) or vice versa, do not reuse the course number; instead the two courses should be considered new, with new numbers.

INACTIVATION AND RE-USE OF COURSE NUMBER

Inactivation of a course or change of course number automatically causes the old number to be marked for deletion from the course inventory. Reusing a course number for a new course – with new course not considered equivalent to the previous course with that number – may adversely affect students' degree program, total credits toward graduation, GPA calculation and course registration. Therefore, inactivated course numbers may not be reassigned, ever, to another course. (Approved by the Educational Policies Council, August 24, 2009, effective fall 2010). If a course is split into two courses (e.g., a combined lecture/lab course split into separate lecture and lab courses) or vice versa, the course number should not be reused for one of those courses.

DEVELOPMENTAL (REMEDIAL) COURSES

A developmental course is considered below college level and, therefore, cannot be applied toward the requirements for a certificate or degree program (Ohio Administrative Code 3333-1-02, section B[4], approved November 19, 2010). Although developmental courses will count toward the course load for financial aid and other purposes, hours taken in these courses will be subtracted from the students' total before graduation.

The following definitions are taken from the Ohio Department of Higher Education *Decision Rules for Assigning Levels and CIP Codes for Undergraduate Courses in the HEI Course Inventory* (April 27, 2012).

- **Developmental English:** Below-college-level courses that cover topics in reading and writing to prepare students for college-level English and composition courses.
 - Level 01: courses that, if completed successfully, qualify a student for enrollment in regular college level composition or English courses (as defined by the college level course's inclusion in the institution's Ohio Transfer Module).
 - Level 02: developmental English, reading or writing courses below level 01.

- **Developmental Reading:** Below-college-level courses that cover topics in reading and reading comprehension.
 - Level 01: courses that, if completed successfully, qualify a student for enrollment in regular college level composition or English courses (as defined by the college level course's inclusion in the institution's Ohio Transfer Module).
 - Level 02: developmental English, reading or writing courses below level 01.
- **Developmental Writing:** Below-college-level courses that cover topics in writing skills.
 - Level 01: courses that, if completed successfully, qualify a student for enrollment in regular college level composition or English courses (as defined by the college level course's inclusion in the institution's Ohio Transfer Module).
 - Level 02: developmental English, reading or writing courses below level 01.
- **Developmental Mathematics–Computational Skills/Geometry/Algebra:** Below-college-level math courses that cover topics in arithmetic operations, geometry and algebra.
 - Highest level (01) is for intermediate algebra, just below college algebra. Topics include equations and inequalities in one variable and two variables, including graphing and different forms of radicals, quadratic functions, exponential functions, and logarithmic functions.
 - Middle level (02) is for elementary algebra and geometry, statistics and algebra with basic geometry and basic right-angle trigonometry. Topics include linear equations, applications, factoring algebraic fractions, exponents, graphing, basic geometry, and basic right triangle trigonometry.
 - Lowest level (03) is for computational skills/pre-algebra. Topics include whole numbers, arithmetic operations, fractions, decimals, ratios and proportions, percent, measurement and measurement conversions, signed numbers, and linear equations.
- **Developmental Mathematics–Statistics:** Below-college-level courses that cover topics in statistics and probability.
- **English as a Second Language:** A program that focuses on the development of proficiencies in reading, writing, and speaking a language or languages, other than the mother tongue, that are needed to perform day-to-day tasks. Includes instruction in the use of basic communication skills to develop and transmit ideas and thoughts.
- **Study Skills:** Courses designed to improve study skills, time management and other topics that aid in the transition to college. Note: Not all study skills courses must be classified as developmental. The designation of developmental depends on whether or not the course credits can be applied towards degree or certificate requirements.
- **Other Developmental Courses:** As appropriate (e.g., developmental chemistry course).

GRADE RULE

All courses are letter graded (A, A-, B+, B, B-, etc.) unless otherwise denoted in the catalog description or in the above listing of reserved numbers. Typical courses that allow satisfactory/unsatisfactory (S/U) grading are field experience, practicum, internship, workshop, college teaching, individual investigation, research, thesis and dissertation. An undergraduate course may be graded with letters or satisfactory/unsatisfactory (S/U), not both.

An in-progress (IP) grade is allowed only for courses that cross over terms as part of the learning experience. It is not to be used in place of an incomplete (IN). For Kent State's grading system, policies and procedures, see the Academic Policies section of the *University Catalog* (www.kent.edu/catalog).

BANNER CODES FOR GRADE MODES

	Former SIS codes
B Standard letter (A, A-, B+, B, B-, C+, C, C-, D+, D, F)	UC, U5, GC GJ
C Standard letter or in progress (IP).....	U2, U6, G2, GL
D* Standard letter or satisfactory/unsatisfactory (S/U)*	G8, GH, GM
E* Standard letter or satisfactory/unsatisfactory (S/U) or in progress (IP)*	G6, GF, GK
F Satisfactory/unsatisfactory (S/U)	U3, G9, GI
G Satisfactory/unsatisfactory (S/U) or in progress (IP).....	U4, G0, GE
I Pass/fail (for courses that are IP graded)	P1
P Pass/fail (for courses that are not IP graded)	P2

* graduate courses only

SCHEDULE TYPES

The following schedule types and their Banner codes identify the course format/delivery and must comply with course type (e.g., workshop course must be identified with the workshop schedule type).

CLN	Clinic	MPR	Master's Project
CLR	Clerkship	MST	Master's Thesis
COL	Colloquium	PRA	Practicum or Internship
COP	Cooperative Education	PRL	Private Lesson
DSR	Dissertation	RCT	Recitation
FLD	Field Experience	RES	Research
FLT	Flight Training	SEM	Seminar
IND	Individual Investigation	SRP	Senior Project or Honors Thesis
LAB	Laboratory	STU	Studio
LEC	Lecture	WSP	Workshop
LLB	Combined Lecture and Laboratory		

CREDIT BY EXAMINATION

Degree- or certificate-seeking students who can demonstrate ability and knowledge in a particular subject may establish credit in certain courses without enrolling in them. This is done by taking a special examination or performing a special assignment or both, through the appropriate department. Credit hours, but not letter grades, are awarded. This credit by examination is a Kent State program, separate from the national and university-accepted alternative credit programs (e.g., AP, IB, CLEP).

Banner codes for credit by examination are listed below:

- A Credit by exam – available
- D Credit by exam – department approval
- N Credit by exam – not approved

To approve a course for credit by examination, faculty must submit a course revision proposal (visit www.kent.edu/provost/curriculum for forms).

RETROACTIVE CREDIT

Degree- or certificate-seeking students who are placed into an advanced undergraduate course through assessment or departmental review may earn retroactive credit for designated lower level undergraduate course(s) in that subject. Students must earn a minimum C grade in the advanced course; credit hours, but not letter grades, are awarded. Students are not eligible for retroactive credit if they previously earned college credit for a course that is comparable to a lower level course in the same subject of the advanced course. Retroactive credit is a Kent State program, separate from the national and university-accepted alternative credit programs.

For more information on this policy, see “Alternative Credit” in the Academic Policies section of the *University Catalog* (www.kent.edu/catalog). To approve a course for retroactive credit, faculty must submit a course revision proposal (visit www.kent.edu/provost/curriculum for forms).

FLEXIBLY SCHEDULED COURSE SECTIONS (OPEN LEARNING)

A flexibly scheduled course section is not offered for the complete length of a regular academic term or for any of the established parts of a term; however, it must still be offered within the parameters of an academic term length. In Banner, flexibly scheduled sections are called Open Learning (OL). Requests for an open-learning section must be submitted to the Office of the University Registrar. All flexibly scheduled courses must still meet Kent State’s “Definition of Instructional Arrangements and Guidelines for the Awarding of Academic Credit” (see pages 43-46).

COURSE ATTRIBUTES

Course attributes designate specific courses that are Kent Core, diversity, etc., and displayed in FlashLine’s Catalog Descriptions.

DIVD	Diversity Course–Domestic	OED	TAG – Education
DIVG	Diversity Course–Global	OES	TAG – Engineering
ELR	Experiential Learning Requirement	OET	TAG – Engineering Technology
KADL	Kent Core Additional	OHL	TAG – Health
KBS	Kent Core Basic Sciences	OMT	TAG – Mathematics
KCMP	Kent Core Composition	OSC	TAG – Science
KFA	Kent Core Fine Arts	OSS	TAG – Social/Behavioral Sciences
KHUM	Kent Core Humanities	TCMP	Transfer Module – Composition
KLAB	Kent Core Basic Sciences Laboratory	TFA	Transfer Module – Fine Arts
KMCR	Kent Core Mathematics and Critical Reasoning	THUM	Transfer Module – Humanities
KSS	Kent Core Social Sciences	TMTH	Transfer Module – Mathematics
OAH	TAG – Arts/Humanities	TNS	Transfer Module – Natural Sciences
OBU	TAG – Business	TSS	Transfer Module – Social Sciences
OCM	TAG – Communication	WIC	Writing-Intensive Course

COURSES DESIGNATED AS REPEATABLE FOR CREDIT

Courses may be designated to allow students to repeat them for credit, either to offer variable topics or to increase students’ competency. Courses ending in xxx91 to xxx99 (i.e., variable-content seminar, field experience, practicum, internship, workshop, college teaching, special topics, individual investigation, colloquium, research, thesis, dissertation) are designated as repeatable for credit unless specified otherwise in documentation. If a course is repeatable, the maximum number of times taken or maximum number of credit hours earned may be specified (if not specified, the default is 99).

Banner codes for course repeat are listed below:

RP Course may be repeated for credit

NR Course may not be repeated for credit

INSTRUCTIONAL ACTIVITIES AND CREDIT-TO-CONTACT HOURS

DEFINITION OF SEMESTER CREDIT HOUR

“Semester credit hour” means a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). It is acknowledged that formalized instruction may take place in a variety of modes.

While awarding semester credit hours typically occurs for instruction delivered in accordance with an institution’s standard semester calendar, it may also occur for instruction that may not follow the typical pattern of an institution’s standard semester calendar as long as the criteria for awarding such credit is met. Credit hours may be calculated differently for certain types of instructional activities, including but not limited to: laboratory instruction, clinical laboratory instruction, directed practice experience, practicum experience, cooperative work experience, field experience, observation experience, seminar, miscellaneous and studio experience (Ohio Administrative Code, 3333-1-02, 2010).

DEFINITION OF ACADEMIC YEAR LENGTH

“Academic year” means a period of time that is at least 30 weeks in length counting periods of time (terms) that begin on the first day of classes and end on the last day of classes or examinations. The 30-week requirement shall be measured exclusive of compressed terms, e.g., summer term (Ohio Administrative Code, 3333-1-02, 2010).

DEFINITION OF SEMESTER LENGTH

“Academic semester” means a period of time that shall consist of no fewer than 15 calendar weeks and no more than 17 calendar weeks of instructional time. The inclusion of breaks or holidays within any particular semester shall be at the discretion of the institution so long as the institution is in compliance with the criteria for awarding semester credit hours (Ohio Administrative Code, 3333-1-02, 2010).

Kent State University’s academic semester is 16 weeks of instructional time, which consists of 15 calendar weeks of scheduled classes and one calendar week of examination. One week of break is included in a spring semester, but not in the instructional length or in the criteria for awarding semester credit hours.

DEFINITION OF INSTRUCTIONAL WEEK TIME

“Week of instructional time” means for purposes of the definition of academic semester, academic quarter and academic year, a week of instructional time is any period of seven consecutive days in which at least one day of regularly scheduled instruction, examination, or (after the last day of classes) at least one scheduled day of examinations occurs (Ohio Administrative Code, 3333-1-02, 2010).

DEFINITION OF INSTRUCTIONAL ARRANGEMENTS AND GUIDELINES FOR THE AWARDING OF ACADEMIC CREDIT

Credit-to-contact ratios listed below are the minimum university standards. Some programs may require more to fulfill accreditation, licensure, certification or other requirements.

LECTURE is formalized instruction, conducted on- or off-campus, in which the instructor presents an educational experience to students, applying any combination of instructional methods. This definition is applicable only when the course organization requires that the instructor bear the primary responsibility for the instructional activity and is directly involved with all the students in the class. Students will be expected to work on out-of-class assignments on a regular basis over the length of the course, which will normally average two hours of out-of-class study for each hour of formal class activity. This out-of-class study shall not be counted as part of the lecture hour for credit.

- One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

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SEMINAR is a less formal educational experience than a lecture, in which a relatively small number of students engage in discussions directed by a faculty member.

- Credit hour is awarded on the same basis as lecture instruction.

EMPORIUM courses are offered in a computer-learning center utilizing software to provide an essential resource for students working collaboratively in a problem-based instructional setting or to provide individualized pathways that allow students to progress through the curriculum, based on assessment results of their mastery of the material. An instructional team provides student assistance.

- One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

RECITATION is a less formal educational experience than a lecture with a smaller number of students, or a subsection of a larger (lecture) course, designed to include more time for discussion, questions and answers directly related to the lecture course and/or for students to demonstrate the application of ideas, theories or methods.

- One credit hour is awarded for one nominal hour (50 clock minutes) in a standard week of a 15-week semester, or for 15 nominal hours (12.5 clock hours) in a semester.

LABORATORY is an educational activity with students conducting experiments, perfecting skills or practicing procedures under the direction of a faculty member.

- For laboratory instruction that requires little or no out-of-class study, one credit hour is awarded for three nominal hours (150 clock minutes or 2.5 clock hours) in a standard week of a 15-week semester, or for 45 nominal hours (37.5 clock hours) in a semester.
- For laboratory instruction that is supplemented by out-of-class assignments that normally average one hour of out-of-class study to prepare for or follow-up the laboratory experience, one credit hour is awarded for two nominal hours (100 clock minutes) in a standard week of a 15-week semester, or for 30 nominal hours (25 clock hours) in a semester.

CLINICAL LABORATORY allows for medical- or healthcare-focused experimental work where students meet at a health-related agency rather than in on-campus laboratory facilities to test, observe, experiment or practice a profession in a hands-on or simulated environment. A Kent State faculty member or a university-approved skilled practitioner (preceptor) directly supervises the laboratory instruction.

- Credit hour is awarded on the same basis as laboratory instruction.

COMBINED LECTURE AND LABORATORY integrates both activities into one course with one grade.

- Credit hour is awarded on the same basis as lecture and laboratory instructions and dependent on how the credit hours are allocated for each instruction. Example: A 3-credit combined lecture/laboratory course (with lab having out-of-class study) in a standard week of a 15-week semester can be broken down in any of these ways:
 - 2 credits lecture + 1 credit laboratory = two nominal hours (100 clock minutes) lecture per week + two nominal hours (100 clock minutes) laboratory per week
 - 1.5 credits lecture + 1.5 credits laboratory = one-and-a-half nominal hours (75 clock minutes) lecture per week + three nominal hours (150 clock minutes) laboratory per week
 - 1 credit lecture + 2 credit laboratory = one nominal hour (50 clock minutes) lecture per week + four nominal hours (200 clock minutes) laboratory per week

PRACTICUM and **INTERNSHIP** courses are credit-bearing work experiences that are integrated with academic instruction and relate to an individual student's occupational goal. Students concurrently apply learned concepts to practical situations within an occupational field. The experience is coordinated by a Kent State faculty member, who assists the student in planning the experience and assigns the course grade to the student after appropriate consultation with the employer/supervisor. The student is expected to complete pre-determined assignments. Examples may include a weekly journal, final paper and experience report. Whether the internship or practicum is paid or unpaid is determined by the employer in compliance with the Fair Labor Standards Act. Use of "practicum" or "internship" for the course title may be to accommodate the differences in accreditation nomenclature.

- One credit hour is awarded for a minimum three clock hours in a standard week of a 15-week semester, or for a minimum 45 clock hours in a semester.

FIELD EXPERIENCE is a form of experiential learning obtained by going on an educational field trip, usually organized by Kent State and led by a Kent State faculty member, in order to meet the needs of the curriculum and to develop practical skills in an environment beyond the classroom and campus.

- One credit hour is awarded for minimum three clock hours in a standard week of a 15-week semester, or for a minimum 45 clock hours in a semester.

INDIVIDUAL INVESTIGATION/INDEPENDENT STUDY is a student-initiated experience to pursue an area of interest not covered by a regular course offering, with the guidance of a Kent State faculty member. The faculty member, who teaches such courses, has the primary responsibility to decide the subject content, objectives to be achieved and the effort to be expended by the student, and personally provides whatever instruction is required. The student is expected to complete pre-determined assignments, which may include a final research paper and a presentation on the findings of the study. The faculty member periodically assesses the student's progress, determines the evaluation methods of the work presented and assigns the final grade.

- One credit hour is awarded for a minimum three clock hours in a standard week of a 15-week semester, or for a minimum 45 clock hours in a semester.

COOPERATIVE WORK EXPERIENCE is full-time off-campus paid employment that enhances students' degree program by relating theory to practice and applying what they have learned in the classroom to real-life workplace scenarios. This process of "learning by doing" increases student motivation and employability after graduation and maximizes student growth and development. Through a co-op experience, students explore career and academic options, test career choices, increase professional skills and earn money to contribute to educational expenses. Cooperative education experiences are highly desired, selective and in the student's chosen field.

- No credit awarded; students are expected to be working full time; however, students enrolled in COOP 20092 are designated and reported as full time, with access to all student services and resources during the co-op semester.

STUDIO is a workplace for the teaching or practice of an art.

- For studio instruction that requires little or no out-of-class study, one credit hour is awarded for three nominal hours (2.5 clock hours or 150 clock minutes) in a standard week of a 15-week semester, or for 45 nominal hours (37.5 clock hours) in a semester.
- For studio instruction that is supplemented by out-of-class assignments that normally average one hour of out-of-class study to prepare for or follow-up the studio experience, one credit hour is awarded for two nominal hours (100 clock minutes) in a standard week of a 15-week semester, or for 30 nominal hours (25 clock hours) in a semester.

CLERKSHIP applies only to the podiatric medical training program, during which students in third and fourth years of medical school are required to participate in clinical sciences and patient care. Clerkships expose students to all facets of podiatric medicine and surgery in the hospital, surgery center, professional office and other clinical settings. In addition to podiatric clerkships, students are required to complete clerkships in general medicine. Elective and international clerkships may also be available. The student clerk gains essential experience managing the care of patients and learning the roles and responsibilities a podiatric physician. They also witness first-hand the interaction with other health-care professionals. They are expected to observe and participate in patient care including the performance of basic podiatric and medical procedures under direct supervision. Students elicit patient histories, complete physical examinations, write progress notes, and assist in surgeries and medical procedures. Students are evaluated by the clerkship coordinator at each affiliated site. No stipend or pay is provided to the students.

- Four credit hours are awarded for a clerkship that typically comprises five mandatory months and one optional month of rotations, during which the work hours are that of a full-time job (i.e., 40 clock hours per week), generally similar to that of medical residents. Students may also be required to work on weekends and to be on call.

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FLIGHT TRAINING comprises individualized practical flight instruction in aircraft and associated ground-based instruction in aircraft flight theory. Flight training is offered under the authority of an Air Agency Certificate issued by the Federal Aviation Administration (FAA) under 14 Code of Federal Regulations Part 141. Flight instruction is offered in the form of flight courses composed of instructional blocks made up of flight lessons that comply with standards of proficiency and competency stipulated in the FAA-approved Training Course Outline and Federal Aviation Regulations Parts 61 and 141.

- Three credit hours are awarded for a minimum 45 hours* of flight instruction in aircraft and 30 hours of ground-based flight theory instruction towards the Private Pilot Certificate in a standard 15-week semester.
- Two credit hours are awarded for a minimum 17 hours* of flight instruction in aircraft and 15 hours of ground-based flight theory instruction towards the Commercial Pilot Flight I, II, III, Instrument Rating, Flight Instructor Airplanes in a standard 15-week semester
- One credit hour is awarded for a minimum 14 hours* of flight instruction in aircraft and 10 hours of ground-based flight theory instruction towards the Multi-Engine Pilot Flight Rating, Advanced Multi-Engine Pilot Flight Rating and the Multi-Engine Flight Instructor Rating in a standard 15-week semester.

* In the context of flight training hours, flight time is measured in Hobbs time, which is an aeronautical equivalent of clock hours. As dictated by equipment related constraints, pilot health and weather conditions, the total actual flight time will exceed the stipulated minimum number of flight hours in aircraft and associated number of hours of ground-based flight theory instruction.

APPLIED MUSIC LESSON is one-on-one instruction in a performance medium with a separate group studio, during which students perform and are critiqued by the instructor and their peers, and practice outside the lesson and studio session. Course is two or four credits.

- Two credit hours are awarded for a minimum 30-minute private lesson, a one-nominal-hour (50 minutes) group studio and an expectation of seven clock hours of outside practice in a standard week of a 15-week semester.
- Four credit hours are awarded for a minimum one-clock-hour private lesson, a one-nominal-hour (50 minutes) group studio and an expectation of 14 clock hours of outside practice in a standard week of a 15-week semester.

DISTANCE LEARNING takes place when the instructor and students are separated by location and/or time, but are able to communicate through the use of technology such as videoconferencing and the Internet. The exchange between instructor and students may be synchronous or asynchronous and may be a hybrid delivery, whereby a specific percentage of in-class activities are required.

- Credit hours are determined as the equivalent amount of instruction and student effort leading to equivalent learning outcomes as required for the on-campus instructional delivery as defined above.

Effective: September 9, 2013

Prior Effective Date: November 5, 2012

DISTANCE-LEARNING COURSES

Distance learning takes place when the instructor and student are separated by location and/or time but are able to communicate through the use of technology such as videoconferencing and the Internet. In Banner, distance-learning course sections are called Distributed Learning (DL).

Synchronous is direct communication, where all participants in the communication are present at the same time. Examples include a telephone conversation, a virtual classroom, online chat session and instant messaging.

Asynchronous communication allows participants to engage in the exchange of ideas or information without the dependency of other participants' involvement at the same time. Examples of this include e-mail (the receiver does not have to be logged on when the sender sends the message); discussion boards (allows conversations to evolve, and community to develop over a period of time); blogs; and text messaging over cell phones.

The delivery modes for DL course sections at Kent State are the following:

1. **Web-based courses** are taught via the Internet, and courses can be either asynchronous or synchronous. Content is often in text form but also can be PowerPoint presentations, streaming video and audio and students may be required to come to campus for several class sessions. Communication tools include live chats, discussion groups and e-mail.
In Banner, the following codes define a web-based course:
V1: Course is 100 percent asynchronous.
V2: Course is 100 percent synchronous.
V3: Course is taught at least 50 percent online with scheduled classroom meetings.
2. **Room-based video conferencing (Polycom, formerly VTEL)** is a traditional distance learning system where students see class materials, their instructor and fellow students on large television monitors in the front of the classroom; they speak to the instructor and fellow students from a microphone at their seat. Video conferencing allows classes to be delivered to/from any campus. Kent State currently delivers classes to/from all eight campuses and several off-campus sites.
3. **PC-based conferencing (iLinc).** "PC-based" means that each student is sitting at a computer; "conferencing" means that the professor and the students talk to each other live ("synchronously"). It may be video and audio or solely audio. Classes are live and interactive, so class hours are much like a normal class; however, the students and instructor are not all in one place.

COURSE PREREQUISITES

The Ohio Department of Higher Education requires a minimum prerequisite of "graduate standing" for all master's degree level courses (50000 and 60000 levels) and "doctoral standing" for all doctorate level courses (70000 and 80000 levels). Kent State requires the statement of "none" in the course description for all undergraduate courses (00000 to 40000 levels) with no prerequisite.

FUNCTIONAL PREREQUISITES

Prerequisites must be tangible to be functional in Banner. Examples of intangible are listed below. Intangible prerequisites that are necessary to be informative (e.g., "students taking this course should be fluent in Russian") will be listed as the last sentence of the course description.

EXAMPLES OF INTANGIBLE PREREQUISITES NOT ACCEPTED BY BANNER

- | | |
|--|---|
| 1. "First-year core requirements" | 5. "Language proficiency" |
| 2. "High school algebra" | 6. "Knowledge of computer programming" |
| 3. "6 credit hours of education courses" | 7. "Successful completion of introductory course" |
| 4. "One law course" | 8. "Completion of major requirements" |

TANGIBLE PREREQUISITES ACCEPTED BY BANNER

1. **Specific course(s) or a range of courses or credit hours** (e.g., ENG 21011, 6 credits of FIN courses, one PSYC course, three lower-division courses) that can be identified as a prerequisite (i.e., must be taken in a prior term), corequisite (i.e., must be taken in same term) or pre/corequisite (i.e., must be taken in either a prior or the same term)
2. **Test score** that is standard (e.g., ACT, ALEKS) or unique to a group of students (e.g., Honors, doctoral candidacy)
3. **Student level** (e.g., senior standing, graduate)
4. **College, department, campus or program** (e.g., major, concentration, minor)
5. **Cumulative grade point average** of the student; **WARNING!** this restriction does not work well in some instances; please contact Curriculum Services to discuss

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6. **Special approval** (aka permission), which prohibits all students from registering unless they seek a permit override from the course's academic department/faculty

PREREQUISITE GROUPING ACCEPTED BY BANNER

1. Courses, test scores, student level, college, department, campus, program connected by "AND"
 - a. Example: MUS 10001 and audition passage (using a test score applied to student) and major or minor in music and junior standing
2. Courses, test scores connected by "OR"
 - a. Example: MATH 11010 or 11022; and MATH 12001 or COMPASS Algebra minimum score of 25

PREREQUISITE GROUPING NOT ACCEPTED BY BANNER

1. Courses/test scores, student level, college, department, campus, program connected by "OR"
Example: ECON 22003 or Economics major or sophomore standing
2. Special approval connected with any other prerequisite by "OR"
Example: Graduate standing or special approval (any course prerequisite can be overridden with departmental/faculty approval; therefore, this prerequisite is not needed)
3. GPA connected with any other prerequisite by "OR"
Example: 2.5 GPA or NURS 20000
4. Different set of prerequisites for different set of students. Example: TECH 14000 for COMT majors or TECH 16000 for MERT majors (however, TECH 14000 or TECH 16000 is allowable)

NOTES ON PREREQUISITES

1. With prerequisites, Banner includes the student's in-progress term. Example: a student taking Accounting I in fall semester registers for Accounting II – of which Accounting I is a prerequisite – for spring semester. Banner is programmed to include in-progress courses in its prerequisite checking and processes the registration. If the student withdraws, fails or receives a below-acceptable grade for Accounting I, Banner does not deregister the student from Accounting II. It is the responsibility of academic units to deregister students who do not meet prerequisites after registration.
2. All undergraduate course prerequisites will have a default minimum D grade, and all graduate course prerequisites will have a default minimum C grade unless requested otherwise.

OHIO ARTICULATION AND TRANSFER POLICY

The Ohio Articulation and Transfer policy was developed in 1990 to facilitate the transfer of students and credits from any state-assisted college or university to another. It encourages faculty recognition of comparable and compatible learning experiences and expectations across institutions. It also encourages students to complete "units" of educational experience as they progress (e.g., transfer assurance guides, transfer modules, associate and bachelor's degrees).

The policy generally preserves the college or university's practice of making admission decisions on the basis of academic standards, space availability, adherence to deadlines and payment of fees. However, it does specifically require that Ohio residents with a completed associate degree and a completed transfer module be admitted to all state-assisted institutions provided that their GPA is at least 2.0 for previous college-level courses. Further, these students shall have admission priority over out-of-state associate degree graduates and transfer students.

Although admission to a given institution does not guarantee admission to all degree granting programs, majors, minors or fields of concentration, incoming transfer students shall be able to compete for admission to specific programs on the same basis as students native to the receiving institution.

The policy distinguishes between the acceptance of credit by the receiving institution and the application of credit to the student's chosen program. Transfer credits will be accepted by the receiving institution and posted to the student's record and transcript. Transfer students will receive transfer credit for all college-level courses they have passed. From among the credits which have been posted to the student's record and appear on the student's transcript, the receiving institution, within the provisions of this policy, will determine how credits will or will not, be applied toward degree requirements at the receiving institution.

Upper- or lower-division credit is awarded for transfer based upon the level of course to which it is equated at the receiving institution. A course completed at one institution and transferred to Kent State is applied to the student's degree audit in the same manner as its equivalent course at Kent State. If a lower-division course at the sending institution is transferred as equivalent to an upper-division course at Kent State, it will be counted as upper-division credit. Likewise, an upper-division course taken at the sending institution that is transferred as equivalent to a lower-division course at Kent State will be counted as lower-division credit. Visit www.ohiohighered.org/transfer/policy for more information on the state policy.

TRANSFER ASSURANCE GUIDES (TAG)

Transfer Assurance Guides (TAG) are groups of foundational courses that represent a commonly accepted pathway to the bachelor's degree. Courses or course sequences identified as being a part of the TAG may be offered at any public higher education institution in Ohio and are guaranteed to transfer and apply toward the major. For more information and a list of TAG-approved courses, visit www.ohiohighered.org/transfer/tag.

OHIO TRANSFER MODULE (OTM)

The Ohio Transfer Module (OTM) is a set or subset of the general education requirements of a college. The OTM consists of 36-40 credit hours of specific course credits in composition, mathematics, arts and humanities, social and behavioral sciences, natural or physical sciences and interdisciplinary coursework. The OTM was developed to assist movement of students from one Ohio public college or university to another and to avoid duplication of course requirements for transfer students.

Students who successfully complete the OTM at one college will have met the OTM requirements of the institution to which they transfer. Students may be required to meet additional general education requirements that are not included in the OTM, as long as those requirements are identical to those of native students. For more information and a list of OTM-approved courses, visit www.ohiohighered.org/transfer/transfermodule.

CAREER TECHNICAL ASSURANCE GUIDES (CTAG)

Career-Technical Assurance Guides (CTAG) allow students who successfully complete a specified technical program at a high school or career center to transfer agreed-upon courses (that adhere to recognized industry standards) to Ohio public colleges and universities and have them applied toward an academic program. For more information and a list of CTAG-approved courses, visit www.ohiohighered.org/transfer/ct2.

ADVANCED PLACEMENT (AP)

Beginning in 2009, students in Ohio who take a College Board Advanced Placement (AP) examination and earn a minimum 3 score are guaranteed college credit, usually towards their general education (Kent Core) curriculum, at Kent State. For more information and a list of credit awarded at each of Ohio's public colleges and university, visit www.ohiohighered.org/transfer/advancedplacement.

MILITARY ASSURANCE GUIDES (MTAG)

Beginning in 2016, students who completed military training, experience or coursework will be guaranteed college credit for specific courses at any Ohio public institution. This initiative is still in the planning stages. For more information, visit www.ohiohighered.org/transfer/military.

HOLD POLICY FOR COURSES NOT TAUGHT

It is important that Kent State's *University Catalog* reflect actual curricula being taught. For that reason, the Office of Curriculum Services will automatically place a hold on all courses that have not been taught for five or more consecutive years. These courses will be removed from the catalog, but will not be inactivated; their status in the Banner course inventory will change from "active" to "hold." The Office of Curriculum Services will notify each dean and chair/director of courses placed on hold. Alternatively, academic units may request formal inactivation of the courses. All requests for inactivation will follow the usual curricular approval procedures.

The Hold Policy does not apply to courses designated as variable/special topics, internship, practicum, field experience, individual investigation, research and workshop courses. In addition, the Hold Policy does not apply to cross-listed or slashed courses where one or more of the courses are offered with enrollment.

While a course is on hold, it may be offered to students. Academic units will notify the Office of Curriculum Services their desire to offer a course on hold so its status can be changed to active in Banner. If the offering is successful (i.e., the course is taught), the course will be reinstated in the appropriate catalog and its status remain active in Banner. If the course is not taught, it will be put back on hold. Courses that are on hold for three years will be automatically inactivated. The dean and chair/director will be notified in advance of such action.

LARGE-SCALE COURSE CHANGES

If there are numerous and consistent changes needed throughout a program, such as a change in course subject (e.g., 20 BUS courses change course subject to ENTR) or an overall change in prerequisites (e.g., all JMC courses now have a minimum 2.5 overall GPA as part of prerequisite), contact the Office of Curriculum Services for assistance.

STEPS FOR PROCESSING COURSE PROPOSALS

1. Complete and submit the Course Catalog Update workflow (through FlashLine). The department chair, school director or campus dean must login to FlashLine to review and approve the workflow to move it to the next level. The chair, director or dean (or designee) is responsible for disseminating the proposal to the curriculum review body at that level.
2. After department/school/campus approval, the workflow is forwarded to the college level for review and approval. The appropriate assistant/associate dean must move it to the next level. The assistant/associate dean is responsible for disseminating the proposal to the curriculum review body at that level.
3. If course has or requests Kent Core, diversity and/or writing-intensive status, the workflow is also forwarded to the University Requirements Curriculum Committee (URCC) for review and approval. Accompanying required paperwork must be sent separately (i.e., paper documents, not through the workflow) to the URCC.
4. If course is Regional Campuses only, the workflow is also forwarded to the dean of the specific regional campus of the submitter for review and approval.
5. After college approval, the workflow is forwarded to the Office of Curriculum Services. Curriculum Services staff reviews and completes proposal and assigns appropriate state subsidy codes.
6. Course proposals appear as lesser action items on the agenda for the Educational Policies Council's (EPC) monthly meeting. They are not formally acted upon at an EPC meeting unless a member brings an issue to the floor. Once the meeting is adjourned, all course establishments, revisions and inactivations are considered approved. The EPC agenda is available online one week before the meeting date:
<http://www.kent.edu/provost/curriculum/educational-policies-council>.
7. Courses that request Kent Core appear as action items on an EPC agenda.
8. Courses that request diversity, experiential learning and/or writing-intensive status also appear as lesser action items on an EPC agenda.
8. The Curriculum Services staff updates Banner's course inventory within one week of the EPC meeting (see timeline on page 51 for effective dates) and makes changes to the subsequent *University Catalog*.

9. If course proposal affects Kent State's Ohio Transfer Module (OTM) or Transfer Assurance Guides (TAG or CTAG), the Curriculum Services staff updates Ohio Department of Higher Education.
10. Course changes are documented fully in the annual *Curricular Bulletin*, published after the final EPC and Faculty Senate meetings of the academic year. Current and previous bulletins are available online: www.kent.edu/provost/curriculum/archives.

ADVICE FOR SUCCESSFUL COMPLETION OF COURSE PROPOSALS

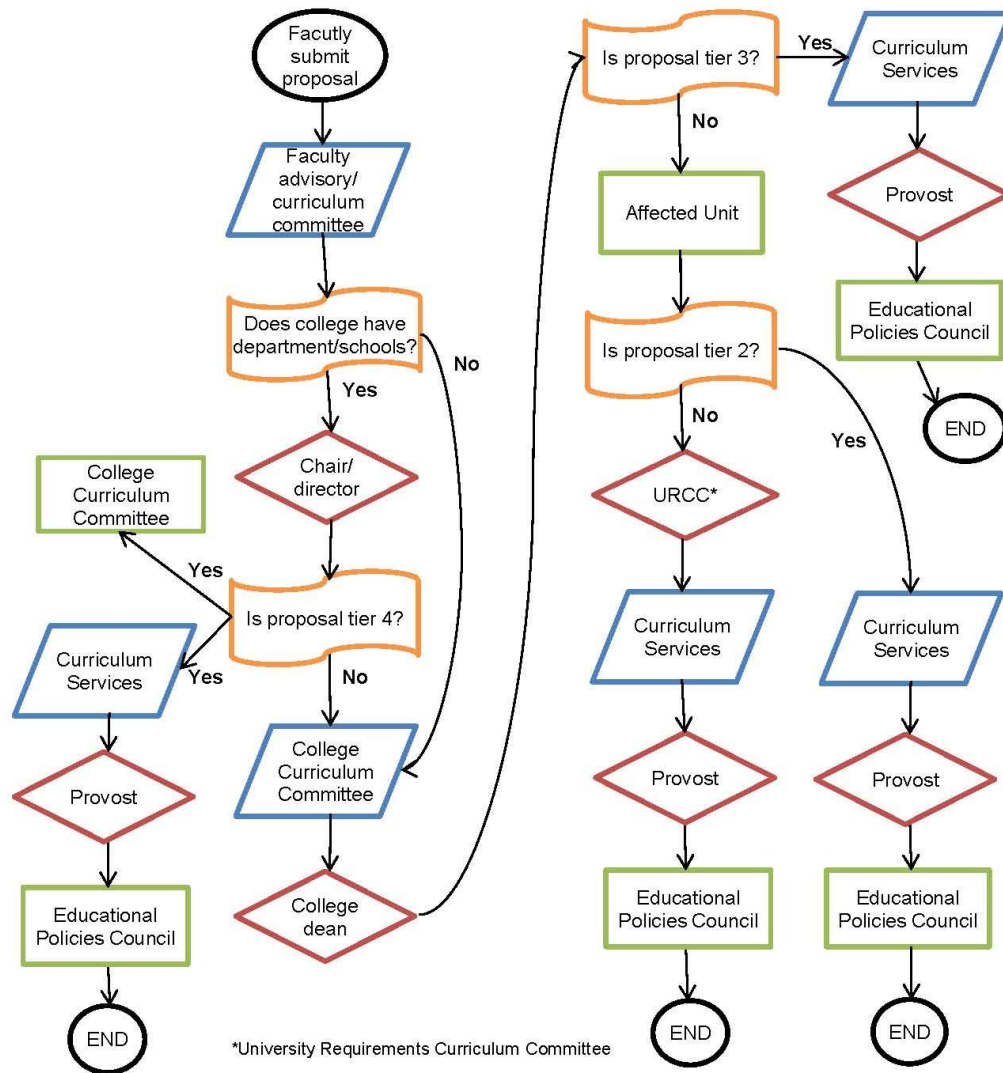
- **Programs affected** by course inactivation or revisions to course prerequisite and credit hours need to be considered. Please confirm that prerequisites for courses required in a program are included in the total program hours, and that credit-hour revisions do not change total program hours for graduation. Notify other academic units who use the revised course as a requirement or elective.
- **Prerequisites** must be tangible to be functional in Banner. More information on course prerequisites can be found on page 47.
- **Duplication** issues must be documented in the proposal. Communicate with appropriate academic units, including Regional Campuses, when establishing or revising a course that may be similar to an established course or overlap disciplines.
- **Equivalency** of original course and its revision should be considered. If the revised course is not equivalent to the original course (i.e., a student who took the original course could not repeat it as revised;), it is not considered a revision, and two proposals should be submitted: one to inactivate the original course, and one to establish a new course. Equivalency between courses is a powerful function in Banner and affects students' degree progress, GPA, hours toward graduation and federal financial eligibility. More information on equivalent courses can be found on page 38.
- **Course numbers** that end in 90 to 99 are reserved for specific course types (e.g., special topics, seminars, internships, etc.). If a course is revised to the point where the revised course is not considered equivalent to the current course (see above for the 70 percent rule), the course number must be changed. Course numbers that have been inactivated may not be reassigned, ever. Contact the Office of Curriculum Services to find available course numbers under your course subject.
- **Cross-listed and slashed courses** must be identical with the exception of different course subjects (e.g., ASL/SPED) for cross-listed and different levels and prerequisites for slashed. Separate proposals must be submitted for each cross-listed or slashed course. More information on cross-listed and slashed courses can be found on page 37.
- **Special course fee** additions, revisions and eliminations are submitted separately to the associate vice president for academic budget and resource management in the Provost's Office and approved by the Kent State Board of Trustees in spring for the subsequent academic year. Please contact that office for more information about the process and deadlines.

DEADLINES AND EFFECTIVE DATES FOR COURSE PROPOSALS

Due to the implementation of a new catalog and curriculum management software, the November 2015 EPC meeting will be the last meeting to approve course and program additions and revisions for fall 2016 (as opposed to the historical January EPC meeting). Deadline for submissions to the EPC agenda is Monday, 26 October 2015. In addition, no course or program additions or revisions will be accepted between December 2015 and July 2016 (program revisions include anything that changes the criteria for a student to be admitted, progress or graduate from a program). Exception is establishment of a new degree or major, which entails a long timeline for approval.

APPROVAL FLOWCHART FOR A COURSE

Visit www.kent.edu/provost/curriculum for curricular forms to establish, revise or inactivate.



Tier 4 proposals (department chair/school director final approver)

- Changes in course descriptions not involving substantial changes in course content
- Changes in course titles not involving substantial changes in course content
- Changes in course prerequisites not affecting any other academic unit
- Inactivation of courses not affecting any other academic unit
- Changes in course numbers not affecting level

Tier 3 proposals (college dean final approver)

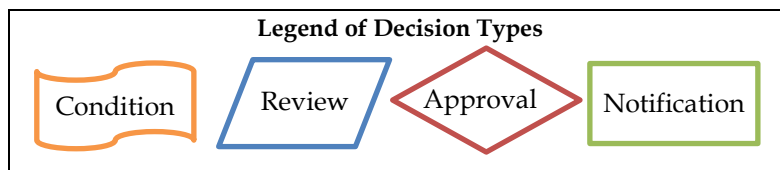
- Changes in course credit hours
- Changes in course numbers affecting the level of courses
- Inactivation of courses affecting other degree programs or general curricular requirements within the college
- New courses (please note that a substantial revision to content in an existing course that affects description and title, among other things, constitutes a new course)

Tier 2 proposals (affected unit acknowledged)

- Inactivation of courses specified in degree programs or general curricular requirements of colleges other than the parent college
- Substantial changes in content affecting title and description of courses required in degree programs or general curricular requirements of colleges other than the parent college
- Changes in prerequisite of courses required in degree programs or general curricular requirements of colleges other than parent college
- Changes in course numbers affecting level of courses required in degree programs or general curricular requirements of colleges other than the parent college
- Establishment of new or additional courses designed for degree programs or general curricular requirements of colleges other than the parent college

Tier 1 proposals (University Requirements Curriculum Committee final approver)

- Establishment, revision, inactivation of courses designated university academic requirement (e.g., Kent Core, diversity, writing-intensive, experiential learning, freshmen orientation)



ACTIVE COURSE SUBJECTS

The college administering the courses is listed after the description in parenthesis.

Legend: AE=Architecture and Environmental Design; AS=Arts and Sciences; AT=Applied Engineering, Sustainability and Technology; BU=Business Administration; CA=The Arts; CI=Communication and Information; DS=Digital Sciences; EH=Education, Health and Human Services; HC=Honors; NU=Nursing; PH=Public Health; PM=Podiatric Medicine; RE=Regional; VA=Provost and Academic Affairs

ACCT	Accounting (BU)	COOP	Cooperative Education (VA)
ACTT	Accounting Technology (RE)	CPHY	Chemical Physics (AS)
ADED	Adolescent/Adult Education (EH)	CRIM	Criminology and Justice Studies (AS)
AED	Architecture and Environmental Design (AE)	CS	Computer Science (AS)
AERN	Aeronautics (AT)	CTTE	Career-Technical Teacher Education (EH)
AGRI	Agribusiness (RE)	CULT	Cultural Foundations (EH)
ANTH	Anthropology (AS)	DAN	Dance (CA)
ARAB	Arabic (AS)	DSCI	Digital Sciences (DS)
ARCH	Architecture (AE)	ECED	Early Childhood Education (EH)
ARCS	Architectural Studies (AE)	ECET	Early Childhood Education Technology (RE)
ART	Art (CA)	ECON	Economics (BU)
ARTC	Art Crafts (CA)	EDAD	Educational Administration (EH)
ARTE	Art Education (CA)	EDST	Educational Studies (EH)
ARTF	Art Fine Arts (CA)	EDUC	Education (EH)
ARTH	Art History (CA)	EERT	Electrical/Electronic and Related Technologies (RE)
AS	Arts and Sciences (AS)	EHS	Environmental Health Sciences (PH)
ASL	American Sign Language (AS)	EMBA	Executive Master of Business Administration (BU)
ASTU	Aerospace Studies (VA)	ENG	English (AS)
ATTR	Athletic Training (EH)	ENOL	Enology (RE)
BAD	Business Administration (BU)	ENTR	Entrepreneurship (BU)
BMRT	Business Management and Related Technologies (RE)	EPI	Epidemiology (PH)
BMS	Biomedical Sciences (AS)	EPSY	Educational Psychology (EH)
BSC	Basic Sciences (PM)	EVAL	Evaluation and Measurement (EH)
BSCI	Biological Sciences (AS)	EVHS	Environmental Health and Safety (RE)
BST	Biostatistics (PH)	EXPH	Exercise Physiology (EH)
BTEC	Biotechnology (AS)	EXSC	Exercise Science (EH)
BUS	Business Administration Interdisciplinary (BU)	FDM	Fashion Design and Merchandising (CA)
CA	College of the Arts (CA)	FESA	Fire and Emergency Service Administration (RE)
CACM	Applied Conflict Management (AS)	FIN	Finance (BU)
CADT	Computer Animation Design Technology (RE)	FR	French (AS)
CCI	Communication and Information (CI)	GAE	Green and Alternate Energy (RE)
CCS	Career and Community Studies (EH)	GEOG	Geography (AS)
CDAG	Computer Design, Animation and Game Design (RE)	GEOL	Geology (AS)
CES	Counselor Education and Supervision (EH)	GER	German (AS)
CHEM	Chemistry (AS)	GERO	Gerontology (EH)
CHIN	Chinese (AS)	GMD	General Medicine (PM)
CI	Curriculum and Instruction (EH)	GRE	Greek (AS)
CLAS	Classics (AS)	HDFS	Human Development and Family Studies (EH)
CLI	Clinical Education (PM)	HEBR	Hebrew (AS)
CLS	Clinical Laboratory Sciences (AS)	HED	Health Education (EH)
CMD	Community Medicine (PM)	HIED	Higher Education (EH)
CMGT	Construction Management (AT)	HIST	History (AS)
COMM	Communication Studies (CI)	HM	Hospitality Management (EH)
COMT	Computer Technology (RE)	HONR	Honors (HC)

ACTIVE COURSE SUBJECTS *continued*

HORT	Horticulture (AS)	OIA	Office of International Affairs (VA)
HPM	Health Policy and Management (PH)	ORT	Podiatric Biomedicine/Orthopedics (PM)
HRTG	Heritage Languages (AS)	PADM	Public Administration (AS)
HST	Human Services Technology (RE)	PAS	Pan-African Studies (AS)
IAKM	Information Architecture and Knowledge Management (CI)	PEB	Physical Education–Basic (EH)
ID	Interior Design (AE)	PEP	Physical Education–Professional (EH)
IERT	Industrial Engineering and Related Technologies (RE)	PH	Public Health (PH)
IGST	Integrative Studies (AS)	PHIL	Philosophy (AS)
IHS	Integrated Health Studies (EH)	PHY	Physics (AS)
ILS	Integrated Life Sciences (AS)	PLST	Paralegal Studies (AS)
INS	Insurance Studies (RE)	PMD	Podiatric Medicine (PM)
ITAL	Italian (AS)	POL	Political Science (AS)
ITAP	Information Technology for Administrative Professionals (RE)	PSYC	Psychology (AS)
ITEC	Instructional Technology (EH)	PTST	Physical Therapist Assistant Technology (RE)
JAPN	Japanese (AS)	RADT	Radiologic Technology (RE)
JMC	Journalism and Mass Communication (CI)	REL	Religion (AS)
KBA	Kent Blossom Art (CA)	RERT	Real Estate and Related Technologies (RE)
KBM	Kent Blossom Music (CA)	RHAB	Rehabilitation Counseling and Training (EH)
KBT	Kent Blossom Theatre (CA)	RIS	Radiologic and Imaging Sciences (RE)
LARC	Landscape Architecture (AE)	RPTM	Recreation, Park and Tourism Management (EH)
LAT	Latin (AS)	RSPC	Respiratory Care (RE)
LCDE	Liquid Crystal Display Engineering (AT)	RTT	Respiratory Therapy Technology (RE)
LIB	University Libraries (VA)	RUSS	Russian (AS)
LIS	Library and Information Science (CI)	SBS	Social and Behavioral Sciences (PH)
MATH	Mathematics (AS)	SOC	Sociology (AS)
MCED	Middle Childhood Education (EH)	SPA	Speech Pathology and Audiology (EH)
MCLS	Modern and Classical Language Studies (AS)	SPAD	Sport Administration (EH)
MERT	Mechanical Engineering and Related Technologies (RE)	SPAN	Spanish (AS)
MFGT	Manufacturing Engineering Technology (RE)	SPED	Special Education (EH)
MIS	Management and Information Systems (BU)	SPSY	School Psychology (EH)
MKTG	Marketing (BU)	SRM	Sport and Recreation Management (EH)
MMTG	Managerial Marketing (BU)	SUR	Podiatric Surgery (PM)
MSCI	Military Science (VA)	SVCD	Summer Visual Communication Design (CA)
MUS	Music (CA)	TAS	Technical and Applied Studies (RE)
NRST	Nursing Technology (RE)	TECH	Technology (AT)
NSE	National Student Exchange	THEA	Theatre (CA)
NURS	Nursing (NU)	TRST	Translation Studies (AS)
NUTR	Nutrition (EH)	UD	Urban Design (AE)
OCAT	Occupational Therapy Assistant Technology (RE)	US	Undergraduate Studies (US)
		VCD	Visual Communication Design (CI)
		VIN	Viticulture and Enology (RE)
		VTEC	Veterinary Technology (RE)
		WMST	Women's Studies (AS)

V. CURRICULAR FORMS AND DOCUMENTATION

ARCHIVED PROPOSALS

COURSE PROPOSALS PRE-2009 AND PROGRAM PROPOSALS received by the Office of Curriculum Services and approved by the appropriate bodies are archived in ApplicationXtender (diprod01.uis.kent.edu/appxtender/login.aspx), a document-imaging software. Users are encouraged to read the manual when accessing the application for the first time (www.kent.edu/provost/curriculum/archives). ApplicationXtender is password protected; please contact Jennifer Kellogg to receive access.

COURSE PROPOSALS 2009-PRESENT are archived in the historical view of the Course Catalog Update workflow, accessible through FlashLine. All submitted proposals can be viewed no matter if the proposal was approved, denied or no action taken.

FORM DEFINITIONS

All forms for curricular proposals are available online at www.kent.edu/provost/curriculum/curricular-forms.

CERTIFICATION OF CURRICULUM PROPOSAL (CCP) is a sign-off sheet to indicate all levels of approval of a desired curricular action. A separate CCP form is required for each item. A separate CCP form is required for each item. For instance, revisions to three majors within one unit requires three CCP forms. However, if there are revisions to three concentrations within one major, only one CCP form (for the major) should be submitted. If a program change also includes one or more course changes, then submit one CCP form for the entire program and a Course Catalog Update workflow for each course.

COURSE CATALOG UPDATE (CCU) replaced the Basic Data Sheet and is an electronic workflow (found in FlashLine) used to indicate essential information about a course that is to be established, revised or inactivated.

PROGRAM ROADMAP is a semester-by-semester plan of courses and other requirements in an associate or bachelor's degree program to ensure a timely graduation. Program roadmaps are displayed in the *University Catalog* (www.kent.edu/catalog) and on the Explore Majors and Degrees website (www.kent.edu/gps). A roadmap(s) should accompany a proposal to establish or revise a program.

KENT CORE COURSE PROPOSAL QUESTIONNAIRE and **KENT CORE LEARNING OUTCOMES ASSESSMENT PLAN** are to be used to request Kent Core status for a specific course. Please review the Kent Core Policy Statement before submitting the questionnaire to the University Requirements Curriculum Committee. A Course Catalog Update workflow must be submitted separately.

DIVERSITY COURSE PROPOSAL QUESTIONNAIRE is to be used to request diversity status for a specific course. Please review the Diversity Requirement Objectives, Criteria and Guidelines before submitting the questionnaire to the University Requirements Curriculum Committee. A Course Catalog Update workflow must be submitted separately.

WRITING-INTENSIVE COURSE (WIC) INFORMATION FORM is to be used to request writing-intensive status for a specific course. Please review the Guidelines for Writing-Intensive Course (WIC) Proposals before submitting the questionnaire to the University Requirements Curriculum Committee. A Course Catalog Update workflow must be submitted separately.

EXPERIENTIAL LEARNING COURSE-BASED COVER SHEET AND FORM are to be used to request a course to be designated for the experiential learning requirement. The **EXPERIENTIAL LEARNING SECTION PROPOSAL COVER SHEET AND FORM** are to be used to request the same designation, but for a particular section of a course. Please review the Experiential Learning Requirement Policy Statement and Guidelines before submitting the forms to the University Requirements Curriculum Committee. A Course Catalog Update workflow does not need to be submitted unless the course is new or other revisions are made to the course.