

Curriculum Support Office Curriculum Approval Guidelines

This table details the items that will be reviewed at the Curriculum Support Office step of the Curriculum Cycle.

Program, Minor, and Certificate Proposals:	
<input type="checkbox"/>	The CSO office ensures that the proposed changes align with BOR and KSU policy.
<input type="checkbox"/>	The CSO office ensures that the requested changes can be functionally implemented.
<input type="checkbox"/>	The CSO office ensures that all required supporting documentation is included and consistent with the proposal.
<input type="checkbox"/>	The CSO office will work with a program if they are changing their name, as this is a substitutive change and forms must be prepared and submitted to the BOR.
<input type="checkbox"/>	The CSO office checks that the program proposal is routed correctly.
<input type="checkbox"/>	The CSO office ensures that the proposed timeline is possible. The Registrar's office reviews at CSO level to confirm that the program's proposed implementation is possible as proposed.
<input type="checkbox"/>	The CSO office ensures that all points of impact have been considered.
<input type="checkbox"/>	The CSO office will work with Enrollment Services to verify gate changes can be implemented as desired by the department.
<input type="checkbox"/>	If there is a crosswalk needed for students in previous catalog years, the CSO office ensures that it is functional.
<input type="checkbox"/>	The CSO office ensures that the program catalog description is free of typos and grammar errors. The CSO office will clarify any concerns about content or wording.
<input type="checkbox"/>	The CSO office ensures that the prospective curriculum is formatted correctly and aligns with the documentation provided.
<input type="checkbox"/>	The CSO office reviewer responsible for assessment will review both the learning outcomes and the attached Improve KSU Assessment plan.
<input type="checkbox"/>	The CSO office checks the attached Academic Program Map to ensure there are not any hidden prerequisites, that program hours are correct, etc.
Course Proposals:	
<input type="checkbox"/>	The CSO office ensures that the proposed changes align with BOR and/or KSU policy.
<input type="checkbox"/>	The CSO office ensures that all required documentation is attached and aligns with the proposal.
<input type="checkbox"/>	The CSO office ensures that the requested changes can be functionally implemented.
<input type="checkbox"/>	The CSO office checks that the proposal is routed correctly.

<input type="checkbox"/>	The CSO office ensures that the proposed timeline is possible. The Registrar's office reviews at CSO level to confirm that the course implementation is possible as proposed.
<input type="checkbox"/>	The CSO office ensures that all points of impact have been considered.
<input type="checkbox"/>	The CSO office ensures that discontinuing a course does not adversely affect other programs nor does it cause changes within the program that violate BOR and KSU policy (if applicable).
<input type="checkbox"/>	The CSO office ensures that the proposed changes align with BOR and KSU policy on course numbering.
<input type="checkbox"/>	The CSO office ensures that any prerequisites are not "hidden" or adding to program credit hours.
<input type="checkbox"/>	The CSO office ensures that the proposed course description is free of typos and grammar errors. The CSO office will clarify any concerns about content or wording.
<input type="checkbox"/>	The CSO office enters the course CIP codes and adds CIP codes to the faculty degrees listed.
<input type="checkbox"/>	The CSO office ensures that the syllabus aligns with the information presented in the proposal.
<input type="checkbox"/>	The CSO office ensures that the responses regarding assessment are reviewed by a member of the assessment team.