

## Initial Reviewer Curriculum Proposal Review Guidelines

This table details the items that will be reviewed at the Initial Review step of the Curriculum Cycle.

<b>Program, Minor, and Certificate Proposals:</b>	
<input type="checkbox"/>	The initial reviewer ensures that the proposal is on the correct proposal version and type for the changes being requested.
<input type="checkbox"/>	The initial reviewer ensures that all required supporting documentation is attached and complete.
<input type="checkbox"/>	The initial reviewer checks the proposal and attached documentation for basic spelling and grammar errors.
<input type="checkbox"/>	The initial reviewer ensures that all answers are completed in the proposal, and that the answers are consistent in the proposal and all accompanying paperwork.
<input type="checkbox"/>	If the proposed changes involve or could possibly involve BOR and/or KSU policy, the initial reviewer contacts any additional levels of review needed, including but not limited to the curriculum support office, the accreditation liaison, the assessment team, and/or the registrar's office.
<input type="checkbox"/>	The initial reviewer checks the program credit hour totals.
<input type="checkbox"/>	The initial reviewer ensures that the proposed implementation date is possible.
<input type="checkbox"/>	The initial reviewer ensures that the program's name appears in the proposal and all accompanying documentation exactly as it appears on KSU's Degrees and Major's Authorized list.
<input type="checkbox"/>	If there is concern about the functionality of the proposed changes, the initial reviewer seeks additional feedback from the CSO office and/or registrar's office.
<input type="checkbox"/>	The initial reviewer ensures that the side by side comparison template is completed and uploaded. The initial reviewer ensures that the side by side comparison is in alignment with the narrative of the proposed changes.
<input type="checkbox"/>	The initial reviewer formats the program catalog description, if necessary, to ensure that it is consistent with the catalog formatting requirements. The initial reviewer ensures that this description is the same in all documentation.
<input type="checkbox"/>	The initial reviewer does a preliminary formatting check of the prospective curriculum.
<b>Course Proposals:</b>	
<input type="checkbox"/>	The initial reviewer ensures the proposal is on the correct proposal version and type for the changes being requested.

<input type="checkbox"/>	The initial reviewer ensures that all required supporting documentation is attached and complete.
<input type="checkbox"/>	The initial reviewer checks the proposal and attached documentation for basic spelling and grammar errors.
<input type="checkbox"/>	The initial reviewer ensures that all answers are completed in the proposal, and that the answers are consistent in the proposal and all accompanying paperwork.
<input type="checkbox"/>	The initial reviewer ensures that the attached syllabus includes all required elements in the syllabus checklist and aligns with the information presented in the proposal.
<input type="checkbox"/>	The initial reviewer ensures that the course number proposed aligns with KSU and BOR policy.
<input type="checkbox"/>	The initial reviewer ensures that the proposed implementation date is possible.
<input type="checkbox"/>	If the proposed changes involve or could possibly involve BOR and/or KSU policy, the initial reviewer contacts any additional levels of review needed, including but not limited to the curriculum support office, the accreditation liaison, the assessment team, and/or the registrar's office.
<input type="checkbox"/>	The initial reviewer ensures that the course meets the BOR and KSU policy on what types of courses can have a pass/fail grading structure (if applicable).