

## Provost/Provost Designee Curriculum Approval Guidelines

This table details the items that will be reviewed at the Provost/Provost Designee step of the Curriculum Cycle.

| <b>Program, Minor, and Certificate Proposals:</b> |  |
|---|--|
| <input type="checkbox"/>                          | The Provost/Provost designee reviews the proposal for accuracy and ensures that all possible impacted parties have been informed of the changes.   |
| <input type="checkbox"/>                          | The Provost/Provost designee holds approval until Fiscal Affairs authorization is received for a premium priced program (Graduate programs only).  |
| <input type="checkbox"/>                          | The Provost/Provost designee ensures that the proposal can be implemented at the requested date, and if not, works with the program to alter the implementation date as needed.          |
| <input type="checkbox"/>                          | The Provost/Provost designee ensures that the program can be offered with the resources noted in proposal.   |
| <input type="checkbox"/>                          | The Provost/Provost designee ensures that all parties have been informed and all external approvals have been sent.  |
| <input type="checkbox"/>                          | The Provost/Provost Designee reviews the proposed program changes to ensure that the rationale for the proposed changes are in alignment with institutional mission and policies.        |
| <input type="checkbox"/>                          | The Provost/Provost designee reviews to ensure that the proposed contribution is in alignment with KSU's strategic plan and mission.   |
| <input type="checkbox"/>                          | The Provost/Provost Designee reviews to ensure that program can be administered with resources noted in proposal.  |
| <b>Course Proposals:</b>                          |  |
| <input type="checkbox"/>                          | The Provost/Provost designee reviews the proposal for accuracy and ensures that all possible impacted parties have been informed of the proposed changes.                                |
| <input type="checkbox"/>                          | The Provost/Provost designee ensures that the course can be implemented at the requested date, and if not, works with the program to alter the implementation date as needed.            |
| <input type="checkbox"/>                          | The Provost/Provost designee ensures that course can be offered with the resources noted in proposal.  |
| <input type="checkbox"/>                          | The Provost/Provost designee works with the Executive Director of General Education to send the course to the BOR for final approval (General Education Area A-E course proposals only). |
| <input type="checkbox"/>                          | The Provost/Provost designee reviews the proposal to ensure that the rationale for the proposed changes are in alignment with institutional mission and policies.                        |
| <input type="checkbox"/>                          | The Provost/Provost designee holds the proposal until Fiscal Affairs authorization is received for a course fee (if applicable).   |