**Request for New Major**

Department:       College:

Submission Date:       Effective: Fall,

 (Year)

Contact Person:       [ ]  Faculty member [ ]  Chair

Title of Proposed Major:

Delivery Method:

[ ]  Face-to-Face

[ ]  On-line

[ ]  Hybrid

*If face-to-face/hybrid, location offered:*

Purpose/Justification for Major:

Is this new major proposal related to, and/or may affect, any major, degree, or program at any other Regent university?

[ ]  Yes [ ]  No

*Whether a “yes” or “no” response, please provide an explanation.*

Is this new major proposal related to, and/or may affect, any other department’s/college’s/unit’s curricula or programs at Pittsburg State University?

[ ]  Yes [ ]  No

*Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*

Please complete the Kansas Board of Regent forms located at <http://www.kansasregents.org/academic_affairs/new_program_approval> and list the proposed curriculum for the major, in section 2 (II) under “Curriculum Outline” of the forms. Please input the proposed curriculum **as you wish it to appear in the next catalog**. **If you have any questions about the KBOR forms, please contact the Provost’s administrative officer at x4113.**

 **Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):

1. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

[ ]  Yes [ ]  No *If “yes,” please realize that it will need to gain approval of the President’s Council.*

Please give the rationale for additional student fees:

1. Will this major have specific General Education courses required? [ ]  Yes [ ]  No

*Please realize that it will need to gain approval of the General Education Committee.*

1. Will this major affect any education majors? [ ]  Yes [ ]  No

*If “yes,” please realize that it will need to have the approval of the Council for Teacher Education*.

1. What additional costs will be required for this major (e.g. staffing, equipment, etc.)?

PITTSBURG STATE UNIVERSITY

LEGISLATIVE PROCESS

AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

[ ]  Approved: Department Chairperson

 Date \_\_\_\_\_\_\_ Signature, Department Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved: College Curriculum Committee

 Date \_\_\_\_\_\_\_ Signature, College Curriculum Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved: Dean of College

 Date \_\_\_\_\_\_\_ Signature, Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved: General Education Committee (if applicable)

 Date \_\_\_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved: Council for Teacher Education (if applicable)

 Date \_\_\_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved: Faculty Senate University Undergraduate Curriculum Committee

 Date \_\_\_\_\_\_\_ Signature, Undergraduate Curriculum Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved: Faculty Senate

 Date \_\_\_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Final approved packet forwarded to Provost’s office.

 Date \_\_\_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval at Kansas Board of Regents level:

[ ]  COCAO (First Reading) Date:

[ ]  COCAO (Second Reading) Date:

[ ]  COPS Date:

[ ]  KBOR Date:

The Provost’s Office will notify the department, college and Registrar of the completion of the approval process.

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase*, “Undergraduate Curriculum Legislation” (*within the appropriate College folder, *“Preliminary Legislation”),* to allow for review and questions. Any modifications should be saved as “*original file name.version2.docx”* and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND *FINAL* COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL. (MUST BE ENTERED INTO KBOR PI/CIP SYSTEM AT TIME OF SUBMISSION TO KBOR).

Please Note: This is at least a 2-3 month campus process from the time of first submission and is designed to eliminate concerns and questions at the beginning. Following this campus process, it will be an additional 4-5 months to obtain approval at the Board level. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.

**IMPORTANT: NEW MAJOR PROPOSALS SHOULD BE UPLOADED TO THE APPROPRIATE COLLEGE PRELIMINARY LEGISLATION BRIEFCASES NO LATER THAN THE OCTOBER LEGISLATION MONTH. THIS IS TO ALLOW FACULTY SENATE APPROVAL AT THE DECEMBER MEETING, AND KBOR REVIEW, APPROVAL, AND IMPLEMENTATION FOR THE FOLLOWING FALL SEMESTER.**

**FORMS TO ACCOMPANY PROPOSAL**

The following items will be prepared and submitted with the proposal:

1. PSU Request for New Major Form (preceding)
2. PSU Legislative Process Authorization/Notification Sign-off Sheet (preceding)
3. KBOR Application for New Program, located at <http://www.kansasregents.org/academic_affairs/new_program_approval> requires the following:
	1. KBOR Program Proposal Narrative
	2. KBOR New Degree Request
	3. KBOR Curriculum Outline
	4. KBOR Fiscal Summary for Proposed Academic Program