**Request for Revision to Course**

(Undergraduate Course Numbers through Course Number 699)

Department:       College:       Submission Date:

Contact Person:        Faculty member  Chair

Revision Effective:       (Semester/Year)

Offered: (check all that apply)

Fall

Spring

Summer

Is this revision related to, and/or 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.*

Purpose/Justification for Revision to Course:

**Existing Course:**

Course Number:

Title of Course:

Credit Hours:

Prerequisite:

Course Description (**as it appears in the current catalog**):

**Proposed Course:**

Course Number:

Title of Course:

Credit Hours:

Prerequisite:

Course Description (**as it will appear in the next catalog**):

**Additional Questions**

1. Is this course to be considered for General Education?  Yes  No

If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

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

1. Will this course be required of 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 revising this course (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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload 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”* (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in anadditional month added to the process.