**Request for Deletion of Course**

(Undergraduate Course Numbers through Course Number 699)

Department:       College:       Submission Date:

Contact Person:       [ ]  Faculty member [ ]  Chair

Will this deletion 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 Course Deletion:

**Course to be Deleted:**

Course Number:

Title of Course:

Credit Hours:

Deletion Effective:       (Semester/Year)

Currently Offered: [ ]  Fall [ ]  Spring [ ]  Summer (check all that apply)

Was this course a part of the General Education package? [ ]  Yes [ ]  No

Is there a departmental course that will be proposed as a substitute? [ ]  Yes [ ]  No

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

Was this course 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*.

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 deletion.

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.