Curriculum Revision Form

Effective Date: FALL   Submission Date: 12/9/24

Department: English and Modern Languages   College of: Arts & Sciences

Contact Person: Troy O. Comeau   Minor Required? **No**

Revision   Major/Minor/Emphasis/Certification Name:

English Minor

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.
Used to change program name and/or curriculum, effective the upcoming academic catalog.
Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe your Changes:

1. Delete all courses currently listed as requirements and electives.
2. Add "6 hours of any ENGL courses (except 101 and 299)". Noting that 3 of the 6 hours must be a 200 level ENGL course.
3. Add "15 hours of any upper level ENGL courses (300 or above)". Noting that 3 of the 15 hours must be a 500 level ENGL course.

2. Rationale for change, including changes to curriculum objectives:

These changes will give students more class choices in the minor. It will clean up the catalog guide making it easier for students to understand the course requirements.

3. Will this change affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.*

◯ Yes   ⦿ No

4. If this change affects any other department on campus, **please attach any email notifications between departments.**

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

◉ Yes ◯ No

6. Will additional resources or costs will be required?

◯ Yes ◉ No

If so, what will be needed?

Definition of an Emphasis
Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor
Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program
A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.

- ✔ Program guide from current catalog.
- ✔ Academic Planning Excel attached. 120
- ✔ Credit hours met.
- ✔ Course Id's match Course names.   Course
- ✔ hours are correct.
- ✔ Listed courses are currently active Needed
- ✔ Documentation attached.

-Approved: Department Chair/Director

Date: 12/9/24   Signature: _Troy O. Comeau_

-Approved: College Curriculum Committee

Date: 1/13/25   Signature: _Christopher Childers_

-Approved: Dean of College

Date: 1/13/25   Signature: _Christopher Childers_

-Approved: Council for Teacher Education (if applicable

Date: _____   Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____   Signature: _____

-Approved: Faculty Senate

Date: _____   Signature, Recorder Faculty Senate: _____

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

https://www.pittstate.edu/registrar/catalog

Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - Minor in English

Course Prefix	Course Num.	Course Name	Cr. Hr.
		Core Courses -	**0**
		Support Courses -	**0**
		Emphasis Courses - Technicical and Professional Writing	**0**
		Elective Courses -	
		6 hours of any ENGL courses (except 101 and 299)	6
		3 of the 6 hours must be a 200 level ENGL course	
		15 hours of any upper level ENGL courses (300 or above)	15
		3 of the 15 hours must be a 500 level ENGL course	
		Total Credit Hours -	**0**
		Minor -	21
		General Educaton, 34-35 hours -	
		Total Credit Hours:	**21**

Be sure all information is correct and courses are active before submitting.

Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.

Your legislation will be returned if either is found.

English Minor

Standard English Minor (21 hours)

__ ENGL-202 English Grammar and Usage (3 hours)

Select 6 hours of Writing electives from:

*See notes *1*

__ ENGL-302 Advanced Composition (3 hours)
__ ENGL-304 Introduction to Writing About Literature (3 hours)
__ ENGL-306 Theories and Technologies of Writing (3 hours)
__ ENGL-306 Theories and Technologies of Writing (3 hours)

*Notes *1: Plus 12 hours of English electives. Electives must include 6 hours of upper-division courses and at least 3 hours in American and 3 hours in British literature.*

Revised: 11/12/2024