

## Faculty Senate Course Form

Effective Date:

Submission Date:

Department:

College of: Course

Contact Person:

Prefix:

Create New, Revise, Inactivate, or Reactivate:

Course #:

### Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the Changes:

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

Yes

No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

Yes

No

4. Will this course be required of 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

5. Will additional resources or costs be required?

Yes

No

If so, what will be needed?

PSU Faculty Senate 24-25

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

Yes                      No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:  
**Attach with upload.**

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:  
**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		
Course Number:		
Credits:		
Grading System:		
Pre/Co-Requisite(s):		
Course Description:		

## Authorization Sign-Off

### Checklist

- Required fields completed.
- Syllabus attached for new courses
- Assignment Strategies Attached

-Approved: Department Chair/Director

Date: \_\_\_\_\_ Signature, Chair/Director: \_\_\_\_\_

-Approved: College Curriculum Committee

Date: \_\_\_\_\_ Signature, Committee Chair: \_\_\_\_\_

-Approved: Dean of College

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

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_ Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: \_\_\_\_\_ Signature, Committee Chair: \_\_\_\_\_

-Approved: Faculty Senate

Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

Originating Departments(s): 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.

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