

Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department:

College of:

Contact Person:

Minor Required?

Major/Minor/Emphasis/Certification Name:

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:

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

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

<input type="checkbox"/>	Program guide from current catalog.
<input type="checkbox"/>	Academic Planning Excel attached.
<input type="checkbox"/>	120 Credit hours met.
<input type="checkbox"/>	Course Id's match Course names.
<input type="checkbox"/>	Course hours are correct.
<input type="checkbox"/>	Listed courses are currently active
<input type="checkbox"/>	Needed Documentation attached.

-Approved: Department Chair/Director
Date: Signature:

-Approved: College Curriculum Committee
Date: Signature:

-Approved: Dean of College
Date: Signature:

-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.