

## Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department:

College of:

Contact Person:

Session Based:

Yes

No

Major/Emphasis/Certification Name:

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

**Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL and CURRENT PROGRAM GUIDE from University Catalog ATTACHED.**

-Used to change program name and/or curriculum, effective the upcoming academic catalog.

-Removes Major/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 submitting to Graduate Studies.*

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, 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 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

- Program guide from current catalog.
- Academic Planning Excel attached.
- Course Id's match Course names.
- Course hours are correct.
- Listed courses are currently active
- 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: Graduate Council Chair

Date: \_\_\_\_\_ Signature: \_\_\_\_\_