**Request for New Minor/Emphasis/Certificate**

Proposal for a New: Minor  Emphasis Certificate

Department:       College:

Submission Date:       Effective: Fall,

(Year)

Contact Person:        Faculty member  Chair

Title of Proposed Minor/Emphasis /Certificate:

Purpose/Justification for Minor/Emphasis/Certificate:

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

Yes  No

*Whether a “yes” or “no” response, please provide an explanation.*

Is this new minor/emphasis/certificate proposal related to, and/or may 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.*

Please complete the Kansas Board of Regent forms located at <http://www.kansasregents.org/academic_affairs/new_program_approval> and list the proposed curriculum for the minor/emphasis/concentration, in section 3 (III) of the forms. Please input the proposed curriculum **as you wish it to appear in the next catalog**. **If you have any questions about the KBOR forms, please contact the Provost’s administrative officer at x4113.**

**Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):

1. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

Yes  No *If “yes,” please realize that it will need to gain approval of the President’s Council.*

Please give the rationale for additional student fees:

1. Will this minor/emphasis/certificate have specific General Education courses required?

Yes  No

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

1. Will this minor/emphasis/certificate affect any education majors?  Yes  No

*If “yes,” please realize that it will need to have the approval of the Council for Teacher Education*.

1. What additional costs will be required for this minor/emphasis/certificate (e.g. staffing, equipment, etc.)?

**Additional Questions for certificate only:**

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours)  Yes  No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?  Yes  No

*If “yes,” to both questions, it is the department’s responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.*

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final approved packet forwarded to Provost’s office.

Date \_\_\_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval at Kansas Board of Regents level:

COCAO Date:

The Provost’s Office will notify the department, college and Registrar of the completion of the approval process.

Originating Department(s): After completing this form, in its entirety, please upload it 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”* and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND *FINAL* COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.