**Request for New Course**

(Undergraduate Course Numbers through Course Number 699)

Department:       College:       Submission Date:

Contact Person:        Faculty member  Chair

Is this new course proposal related to, and/or 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.*

**Proposed Course:**

Course Number:

Title of Course:

Credit Hours:

Date first offered:        Fall  Spring  Summer

(Semester/Year) (check all that apply)

Prerequisite:

Course Description (**as it will appear in the next catalog**):

Purpose/Justification for Proposed Course:

Objectives/Student Learning Outcomes (**as it will appear in the syllabus**)

Assessment Strategies [e.g., exams, projects, university rubric, etc. (**as it will appear in the syllabus**)]

If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.

**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. Is this course to be considered for General Education?  Yes  No

If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

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

1. Will this course be required of 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 course (e.g. staffing, equipment, etc.)?

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

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload 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”* (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in anadditional month added to the process.