

Faculty Senate Notification Form

Effective Date: Fall 2026

Submission Date: 9/17/25

Department: School of Construction

College of: Technology

Contact Person: Don Colegrove

Course/Program Name: CMCET 631

Notification Form – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

The breakdown of the course is 2 hours lab & 2 hours lecture. We no longer have the need for the extra lab time due to equipment available and computer upgrades. Although this is in the course description, no other changes are needed. This change will better inform students of course expectations.

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? Select One **If "yes", please provide documentation (ex. email).**

	Existing	New/Proposed
Modality of Program:	Select One	Select One
Admission Requirements:		
Pre/Co-Requisite(s):		
Other:	2 hours lab & 2 hour lecture	3 hours lecture

Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 9/19/25

Signature, Chairperson: _____



-Approved: Dean of College

Date: 9/30/25

Signature, Dean: _____



-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

Originating Departments: After completing this form, in its entirety, please have it signed by the chair and the dean. The College Admin will load to the "Approved College Curriculum" file in SharePoint. It will be added to the next 10-day viewing and then sent forward with the next Faculty Senate agenda.

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