

Curriculum Revision Form

Effective Date: FALL 2026 Submission Date: 8/26/25

Department: TWL

College of: Technology

Contact Person: Byron McKay

Minor Required? No

Deletion

Major/Minor/Emphasis/Certification Name:

Minor in Human Resource Development

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 ALL Changes:

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

HRD moved from COT to COB.

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 all 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.

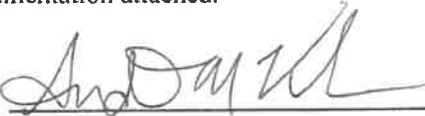
Authorization Sign-Off Sheet

Checklist: Check once verified.

☐	Program guide from current catalog.
☐	Academic Planning Excel attached.
☐	120 Credit hours met.
☐	Course Id's match Course names.
☐	Course hours are correct.
☐	Listed courses are currently active.
☐	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 9/9/25

Signature: 

-Approved: College Curriculum Committee

Date: 10/3/25

Signature: 

-Approved: Dean of College

Date: 10/1/25

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.pdf" and uploaded as well.

