

## Legislation Originates within Department

All items for legislative consideration will be posted, by the department chair, in their College SharePoint “Preliminary Legislation” folder.

Any concerns during this two-week posting should be addressed to the originating department chair with a cc to the appropriate College Admin and the Registrar’s Admin. Originating departments shall address these concerns, and, if needed, resubmit the legislation as “original file name.version n+1.”

Each College Admin will post the final version to SharePoint College Curriculum file for committee approval.

Once approved by the College Curriculum, any legislation that needs Teacher Education Council approval are then sent to that committee. Then returned to College Admins. If approval by Pitt State Pathway is needed, new courses must go through Faculty Senate approval and then sent to Pathway committee and sent back through Faculty Senate for final approval.

College Admins upload to Registrar Admin folder in Faculty Senate SharePoint with all required signatures

Registrar Admin will post to FS webpage for 10-day posting

This will allow ten calendar days for interested parties, campus-wide, to view the legislation. Any concerns during this 10-day posting should be addressed to the originating department chair with a cc to the Administrative Specialist in the Registrar’s Office.

Registrar Admin moves legislation to the Undergraduate Curriculum Committee file in SharePoint for review

Undergraduate Curriculum Committee returns to Registrar Admin with approvals/denials. Admin either forwards on to Faculty Senate meeting or returns to department.

Legislation is added to agenda and posted to FS webpage.