

Overview of Curriculum Legislation Guidelines

Forms for the legislative process of undergraduate curriculum items can be found on the Faculty Senate website under “Legislative Process for Undergraduate Curriculum Items.”

All items for legislative consideration shall follow the established procedure:

1. College Preliminary Legislation file
2. College Curriculum Committee file
3. College Curriculum Committee
4. Council for Teacher Education (if necessary)
5. Registrar’s Admin file
6. 10-day posting
7. Faculty Senate Undergraduate Curriculum Committee file
8. Undergraduate Curriculum Committee
9. Registrar’s Admin
10. Faculty Senate meeting
11. Pitt State Pathway Committee (if necessary)
12. Registrar’s Admin
13. Faculty Senate meeting

Exceptions to this process include:

Honors College Program and Undergraduate Studies

- Following the two week preview period, the Registrar’s Admin will move all legislative items in this category, into each of the 4 College Curriculum Committee files, where they will undergo vetting and approval before going back to the Administrative Specialist for the Registrar, for the 10-day posting, FS UGCC, and subsequent Faculty Senate approval.

Intensive English Program

- Items will go to Faculty Senate Undergraduate Curriculum Committee and Faculty Senate as an FYI.

Interdisciplinary Programs

- Women’s Studies and International Studies will continue to go through the College of Arts and Sciences Curriculum Committee.
- Any other interdisciplinary program will initially be uploaded into one college preliminary briefcase
 - FOR EXAMPLE.....the College of Business and the College of Technology have an interdisciplinary program proposal. The proposal itself would first be uploaded into either the College of Business Preliminary Legislation briefcase OR the College of Technology Preliminary Legislation briefcase, JUST NOT BOTH AT THE SAME TIME.
 - Following the two week preview period, the legislation will then be uploaded into the college curriculum committee briefcases of all affected colleges (college administrative officers and the Registrar’s Admin will facilitate this)

Any questions regarding the movement of legislation should be directed to the Registrar’s Admin at x4206.

Any questions regarding Kansas Board of Regent forms and their timeline, should be directed to the Provost’s Admin at x4009.