

26/27 Faculty Senate Course Form

Course Form:

- Used to create new course numbers or new prefixes.
- Used to revise Title, Grading, Hours, Description and pre/corequisite(s).
- Used to inactivate or reactivate a course.
- *Courses are never deleted. They are made inactive and can be reactivated.*

Effective Date:

Submission Date:

Department:

College of:

Contact Person:

Course:

Course ID & #:

1. Has this course been updated previously THIS academic year?

If yes, when did it pass FS? And what was the change?

2. Purpose/Justification for the New course or Changes to existing course:

3. Is this course replacing another course within your current curriculum?

If so, which one? **Curriculum Revision Form will also need to be done.**

4. Is this related to, and/or affect, any other department/college/unit curricula programs at PSU?

If "Yes", provide documentation of any discussions (ex. copies of emails, memos, etc.) that have occurred with this form.

5. Is this course to be considered for General Education?

*If "yes," **after** the course has been approved by Faculty Senate, the forms will need to be sent to the General Education Committee for approval. It will then need to come back to Faculty Senate for approval.*

6. Will this course be required for education majors?

*If "yes," this requirement will need approval of the Council for Teacher Education **before** being uploaded to the "Approved College Curriculum Legislation" file in SharePoint. **Choosing yes will automatically require extra time for final approval of Faculty Senate.***

7. Will additional resources or costs be required?
If so, what will be needed?

8. Will any course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

If "yes," complete the Course Fee Form on the Faculty Senate website and send to the provost office, it will need to gain approval of the President's Council.

Course –	Current	New/Proposed
Title:		
Credit Hours:		
Grading System:		
Pre/Corequisite(s): <i>If this is the only revision, complete the Notification Form instead.</i>		
Course Description:		

26/27 Authorization Sign-Off

Course Information (Prefix, number, & Title):

Checklist: Check once verified.

___ All fields are completed.

___ Syllabus attached for new or changes of 25% or more to current courses.

___ Emails from other departments concerning changes.

___ Goes to Council for Teacher? **Send to College of Education Admin before UGCC.**

Forms are to be sent to College Admins with the top three signatures (if applicable).

Department Curriculum Committee

Date: _____ Signature: _____

Department Chair/Director

Date: _____ Signature: _____

College Curriculum Committee

Date: _____ Signature: _____

Dean of College

Date: _____ Signature: _____

Council for Teacher Education

Date: _____ Signature: _____

University Undergraduate Curriculum Committee

Date: _____ Signature: _____

Faculty Senate Recorder

Date: _____ Signature: _____

General Education Committee

Date: _____ Signature: _____