

# 26/27 Faculty Senate Curriculum Revision Form

Revision to Curriculum –

- Used to change program name and/or curriculum, effective the upcoming academic catalog.
- Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

Required Attachments –

- **If this change affects any other department on campus, please attach all email notifications between departments.**
- [ACADEMIC PLANNING EXCEL](#) (can be found on the FS website) **and** [Program Guide](#) from the [current catalog](#).
- **NEW -** If you are **revising 25% or more of this program, approval of the Accreditation Liaison is required.** Please attach documentation that you have spoken to this office.

Effective Date: FALL 2027

Submission Date:

Department:

College of:

Contact Person:

Degree/Program Name:

Curriculum to be:

*If selection is "Deletion" complete questions 3 & 4, then complete signatures.*

1. Is Minor required for this program?
2. Have there been any previous revisions to this curriculum in this academic year?

If so, when was it approved by Faculty Senate?

3. Describe ALL Changes to curriculum (ex. Move courses from one section to another, include course ids, include elective changes):

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

5. Will this change affect any education majors?

*If "yes," this requirement will need approval of the Council for Teacher Education before uploading to "Approved College Curriculum Legislation".*

6. Will additional resources or costs be required?

If so, what will be needed?

7. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

#### **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

Name of Curriculum:

Checklist: Check once verified.

- ☐ Confirmation from Accreditation Liaison Office, attach email.
- ☐ Program guide from current catalog attached.
- ☐ 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.

Department Curriculum Committee

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Department Chair/Director

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

College Curriculum Committee

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Dean of College

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Council for Teacher Education (if applicable)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

University Undergraduate Curriculum Committee

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Faculty Senate Recorder

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.