

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate?
7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?
8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
If “yes,” complete the course fee form on the Provost’s website, it will need to gain approval of the President’s Council.
9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

10. Describe the program assessment plan (for **new** programs only):
 - a. Enrollment targets =
 - b. Outcome expected and process to evaluate =

 - c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. *If “yes,” to both questions, it is the department’s responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.*

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines?
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?

CURRICULUM REVISIONS

	Existing	Proposed
Title:		
Curriculum: (Do not include GenEd)		

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: _____ Signature, Chairperson: _____

-Approved: College Curriculum Committee

Date: _____ Signature, Committee Chair: _____

-Approved: Dean of College

Date: _____ Signature, Dean: _____

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Department(s): After completing this form, in its entirety, 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.docx" and uploaded as well.