Faculty Senate Curriculum Change Form

Effective Date:	FALL Submission Date:
Department:	College:
Contact Person	:
Enter Name o	of Program:
If selection	is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.
appropriate Co	partments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the llege folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be nal file name.v2.docx" and uploaded as well.
Following final College Admin	College Curriculum Committee approval, Please apply the appropriate signatures, and send to your i.
_	curriculum representative will notify their respective college and department(s) of the completion of the ss. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative 3.
1.	Description of Change:
2.	Rationale for change, including changes to curriculum objectives:
3.	Will this change affect any education majors? If "yes," this request will need to have the approval of the Council for Teacher Education.
4.	Is this related to, and/or may affect, any other department/college/unit curricula or programs at PSU? Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.
5.	Is this related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? <i>Whether a "yes" or "no" response, please provide an explanation.</i>

- 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:		
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-Approved: University Undergraduate Curriculum Committee			
Date:	Signature, Committee Chair:		
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-Approved: Faculty Senate			
Date:	Signature, Recorder Faculty Senate:		

Originating Departments(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.