

## Faculty Senate Notification Form

Effective Date:

Submission Date:

Department:

College of:

Contact Person:

Course/Program Name:

**Notification Form** – Used for notifying faculty senate and registrar’s office of changes that don’t affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university?

**If "yes", please provide documentation (ex. email).**

|                         | Existing | New/Proposed |
|-------------------------|----------|--------------|
| Modality of Program:    |          |              |
| Admission Requirements: |          |              |
| Pre/Co-Requisite(s):    |          |              |
| Other:                  |          |              |

## **Authorization Sign-Off Sheet**

-Approved: Department Chairperson

Date: \_\_\_\_\_ Signature, Chairperson: \_\_\_\_\_

-Approved: Dean of College

Date: \_\_\_\_\_ Signature, Dean: \_\_\_\_\_

-Approved: Faculty Senate

Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

**Originating Departments:** After completing this form, in its entirety, please have it signed by the chair and the dean. The College Admin will load to the "Approved College Curriculum" file in SharePoint. It will be added to the next 10-day viewing and then sent forward with the next Faculty Senate agenda.

**Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.**