

Faculty Senate Notification Form

This form is to be used to notify campus of changes that need to be updated in the university catalog but don't necessarily need Faculty Senate approval.

Effective Date:

Submission Date:

Department: _____ College:

Contact Person: _____

Originating Department(s): 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.

1. Purpose/Justification for this notification:

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

3. Is this notification related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? *Whether a "yes" or "no" response, please provide an explanation.*

	Existing	New/Proposed
Modality of:		
Admission Requirements:		
Pre/Co-Requisite(s):		
Other: (ex. Gen Ed ONLY)		

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: _____ Signature, Chairperson: _____

-Approved: Dean of College

Date: _____ Signature, Dean: _____

-Recognized by: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

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