

General Education Course Amendment Form

(Undergraduate Course Numbers through 699)

Deadline: November 1

1. Please select only one:

2. Rationale:

3. Add a course that is NOT listed in the current catalog and has NOT been legislated through PSU Faculty Senate and/or KBOR. (Complete A through O)

A. Submission date:

B. Department/School:

C. College:

If two or more Colleges, please indicate which Colleges will be involved in teaching the course.

D. Name of faculty member on record for the course (can be Coordinating Professor or Chair/Director): *As faculty of record, I verify all sections agree to address the Core or Essential Studies Element and corresponding Learning Outcome as indicated below.*

E. Course prefix:

F. Course number:

G. Title of course:

H. Is this a change in the title of the course?

*If "Yes", a **Revision to Course form** will need to be completed and uploaded to the Dean's Admin and will go through the legislation process.*

I. Credit hours:

J. Does this course include a co-requisite class:

If "Yes", please provide the co-requisite course name and number:

K. Prerequisite(s):

L. Will this course require a new course description?

*If "Yes," please insert new course description here. A **Revision of Course form** will need to be **completed** and uploaded to the Dean's Admin and will go through the legislation process.*

M. Select the General Education Discipline area based on the identified Learning Outcome to be covered in the course (**choose only one area**): *Refer to definitions, hierarchy, and rubrics in the General Education Objectives.*

N. What is the highest anticipated level of student achievement for the stated learning outcome(s) common across all sections of the course? Note: Sample assessment strategies will be submitted on the representative syllabus. *(Refer to definitions, hierarchy, and rubrics in the General Education Objectives)*

O. Please submit course syllabus as an attachment, highlighting the following items: course objectives related to Learning Outcome(s), assessment strategies (e.g. exams, course project, etc.), and assessment tool(s) (such as rubrics, assignments, grade-weighting, etc.) to be used to measure student achievement.

Legislative Process Authorization and Notification Signatures

Department/School Chairperson/Director

Date _____ Signature _____

Faculty Senate General Education Committee

Date _____ Signature _____

Faculty Senate Recording Secretary

Date _____ Signature _____

Note: Each College curriculum representative will notify their respective College and Department/School(s) of the completion of the approval process.

*Originating Department/School: Please complete the entire form, acquire the Chairperson's/Director signature, and save as GE.ABC123.Form. Save the syllabus to be attached as GE.ABC123.Syll.

Email the completed form and attachments to Melinda Roelfs **no later than November 1**.