

## Procedures Document for FS Legislation Forms

### **Academic Planning Excel –**

This form will need to be included with anything to do with curriculum, along with a pdf of the program guide from the current university catalog for any revisions to curriculum.

**Instructions are on tab 2; examples are listed on the other tabs.**

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

Admission Requirements

Prerequisites/Corequisites

Modality -for the change or addition to teaching a face to face course to online or hybrid format.

### **Course Form –**

Used to create new course numbers or new prefixes.

Used to revise Name, Grading, Hours, Description, Reactivate

Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

### **New Major – **REQUIRES Academic Planning Excel****

Used to create a new program and requires KBOR approval.

Will become effective the upcoming academic catalog if all approvals received.

### **New Minor/Emphasis/Certificate – **REQUIRES Academic Planning Excel****

Used to create new Minors/Emphases/Certificates and some Minors CAN require KBOR approval or notification, see KBOR requirements below.

Effective the upcoming academic catalog if all approvals received.

### **Revision to Curriculum – **REQUIRES Academic Planning Excel AND CURRENT Program Guide from University Catalog.****

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Update Preferred Pathway courses to be used.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

What goes to KBOR to be on the Agenda?

1. New Minor in an area of study where no Board approved degree program exists.
  - a. Example: Dance Minor in HHPR
  - b. PSU decides what area the minor is attached to
2. Changing the name of an existing unit or Degree Title
3. Consolidation of two or more units or degrees in one unit or degree
  - a. Example: History, Philosophy, and Social Sciences; English and Modern Languages
4. Splitting a unit or program into two or units or programs
5. Totally New Degree Program
6. Reorganization of an Academic Unit/Structure
7. New College/School
  - a. Example: School of Construction, KCCTE)
8. Changing a Degree to a Higher Level
  - a. Example: AAS to BS
9. Any New Major under an existing degree
10. Expedited Program Process

What does NOT go to KBOR?

1. Certificate Programs
2. New Minors under a Board approved degree program
3. New Emphasis
4. New or changes to courses