

26/27 Graduate Council Curriculum Form

Revision to Curriculum –

- Used to change program name and/or curriculum, effective the upcoming academic catalog.
- Removes Major/Emphasis/Certificate from upcoming catalog.

Required Attachments –

- **If this change affects any other department on campus, please attach all email notifications between departments.**
- [ACADEMIC PLANNING EXCEL](#).
- PROGRAM GUIDE from the [CURRENT](#) University Catalog.
- If you are **revising 25% or more of this program, approval of the Accreditation Liaison is required**. Please attach documentation that you have spoken to this office.

Effective Date: FALL 27

Submission Date:

Department:

College of: Select one:

Contact Person:

Major/Emphasis/Certification Name:

Session Based: Select one:

If selection is “Deletion” complete questions 3 & 4, then complete signatures.

1. Have there been any previous revisions to this curriculum in this academic year? Select one:

If so, when was it approved by Graduate Council?

2. Describe ALL Changes:

3. Rationale for change, including changes to curriculum objectives:

4. Will this change affect any education majors? Select one:

If "yes," this requirement will need approval of the Council for Teacher Education before submitting to Graduate Studies.

5. Will additional resources or costs will be required? Select one:

If so, what will be needed?

6. Does the revision meet University catalog definitions for emphasis and certificates as appropriate? Select one:

7. If this change affects any other department on campus, **please attach any/all email notifications between departments.**

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Form

Name of Curriculum:

Checklist: Check once verified.

- ☐ **Confirmation from Accreditation Liaison Office, attach email.**
- ☐ **Program guide from current catalog.**
- ☐ **Academic Planning Excel attached.**
- ☐ **Course Id's match Course names.**
- ☐ **Course hours are correct.**
- ☐ **Listed courses are currently active**
- ☐ **Needed Documentation attached.**

Department Curriculum Committee

Date: _____ Signature: _____

Department Chair/Director

Date: _____ Signature: _____

College Curriculum Committee

Date: _____ Signature: _____

Dean of College

Date: _____ Signature: _____

Council for Teacher Education (if applicable)

Date: _____ Signature: _____

Graduate Council Chair

Date: _____ Signature: _____