

TASKSTREAM: Submission, Revision, or Removal Request

Please complete the following information and attach a hard copy of the rubric/form. A draft will be sent for your final approval before the rubric/form is placed on TaskStream. (One request form per rubric/form.)

Office use only:
Prog.Area _____
Course: _____
Received: _____
Completed: _____
Approved: _____

Submitted by: _____ Date: _____
 Program Area: _____ Course: _____
 (i.e. FOUND 1501)

Completion date and/or semester requested: _____

Submission:

(Attach a hard copy of the rubric/form and follow up with an electronic copy to Gene, efsoltis@ysu.edu.)

_____ New submission for course _____ Submission replaces _____

Rubric:

Title: _____

Form:

Title: _____

Directions (Task Description): _____

Revision of current rubric/form:

(Attach a hard copy of the rubric/ form and follow up with an electronic copy to Gene, efsoltis@ysu.edu.)

Rubric:

Title: _____

Form:

Title: _____

Description of requested change(s): _____

_____ See highlighted changes on attached rubric/form.

Removal:

(Attach a hard copy of the rubric or form.)

The following will no longer be required; please remove.

Rubric:

Title: _____

Form:

Title: _____

Recognition:

_____ yes All faculty, full and part time, assigned to this course have been notified of the
 _____ no submission or revision.

Proceed as indicated:

Signature: _____ Date: _____