FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Course and Curriculum Actions
FPU Policy Number: FPU-5.00812AP
___ New Policy __X__ Major Revision of Policy_____Minor Technical Revision of Policy
Date First Adopted: March 9, 2015
Date Revised: March 31, 2021
Responsible Division/Department: Academic Affairs
Initiating Authority: Terry Parker, Provost and Executive Vice President for Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

Faculty and academic administration share a collective responsibility for the content, quality, and effectiveness of all facets of university curricula and ensuring alignment between curricula and University mission.

These descriptions delineate but do not encompass nor strictly demarcate the responsibilities of faculty and administration:

- Faculty hold the responsibility for ensuring appropriate course and curriculum content, Faculty hold primary responsibility for setting quality consistent with expectations of the degree level, professional associations, accreditation agencies, and the standards of the disciplines.
- Administration holds the responsibility to affirm that course and program changes are, or remain, consistent with University mission, that appropriate resources are available, and that programs and courses comply with external and internal policies associated with federal, state, accreditation, and other applicable rules and standards. Administration holds oversight responsibility to make sure that courses and curriculum meet the standards noted above.
- Faculty and Administration hold joint responsibility to ensure effectiveness of curriculum in achieving stated outcomes and objectives.-

This policy applies to all University credit and non-credit courses and current and proposed academic programs.

B. POLICY STATEMENT:

Courses actions include the addition, alteration, deactivation, or termination of a course. Curriculum actions include any alteration to an existing curriculum and the review and recommendation of courses and curriculum associated with newly proposed academic programs. Types of proposed actions include changes in course descriptions; credit hour assignations; prerequisites; required and elective courses; course sequences; changes in delivery mode (e.g. from face-to-face to distance delivery); and any changes in program-specific policy. All proposed actions must go through the process provided below prior to becoming effective.

Course or curriculum actions typically originate from an academic department and must include a rationale for the proposal. Such actions may be driven by a range of inputs including, but not limited to, the following: consultations with industry partners, academic affairs staff and administration, professional societies; or, course and program-level assessments.

Course or curricular actions may also be initiated by Academic Affairs ("administrative proposals") for institutional or cross-disciplinary programs or initiatives that fall outside the responsibility of any one department or division. These proposals must also be reviewed and approved at the Chairs'/Division Directors' Council.

All actions throughout the process are recommendations or administrative actions taken by the parties named. Only the Provost approves curriculum and course actions.

At any point in the process, the proposal may be returned to an earlier stage or routed to a different department to ensure sufficient input by stakeholders. Proposals may be withdrawn at any time by the initiator or initiating department. A proposal that does not receive a positive recommendation at one or more steps may be implemented with sufficient justification.

C. PROCEDURES:

The University follows these procedures with respect to proposed course and curricular actions. Exceptions to procedures may be made with Provost approval. All proposals are subject to the following steps:

1. Proposals are initiated by a designee on behalf of an academic department or by a designee in Academic Affairs for proposals describe in section B, above.
2. The Department Chair (or Chair's Council for administrative proposals) reviews the proposal.
3. The University Registrar reviews the proposal for process compliance only.
4. The Undergraduate Curriculum Committee (for undergraduate programs/courses) OR Graduate Studies Committee (for graduate programs/courses) reviews the proposal and provides a recommendation to the administration.
5. Vice Provost of Academic Affairs reviews the proposal.
6. Provost reviews the proposal and takes appropriate action.

Subsequent to Provost approval of course changes, the University Registrar submits the course to Statewide Course Numbering System (SCNS) if applicable, and other internal administrative actions may occur through Registrar, Institutional Research, or other administrative offices as necessary.

Once approved and all administrative actions are complete, the course or program change is entered into the catalog for which the change is made. In most cases, course and curriculum actions are made for future catalogs (e.g. the upcoming academic catalog year); however, in extreme circumstances, limited changes may be made to a currently published catalog.

Minor technical corrections to courses, such as fixing typographical errors or making cosmetic changes to a course title or course description, may be approved by the Department Chair and are subject to review by the Registrar.

ACADEMIC POLICY APPROVAL

Academic Policy No.: FPU-5.00812AP

_____   _____
Initiating Authority   Date

_____   _____
Academic Policies Committee Chair   Date

_____   _____
Vice President of Academic Affairs   Date

_____   _____
President/Designee   Date
Approved by FPU BOT, if required   _____
                                                                                                Date

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