FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Curriculum and Course Changes
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: January 22, 2016
Responsible Division/Department: Academic Affairs
Initiating Authority: Provost and Executive Vice President for Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all University credit courses and academic programs.

B. POLICY STATEMENT:

This policy applies to courses and curriculum changes, including the addition, alteration, or termination of a course or the alteration of an existing curriculum. All proposed changes must go through the approval process provided below prior to being effective.

The policy also covers, but is not limited to, the following types of changes: changes in course descriptions; credit hour assignations; prerequisites; required and elective courses; course sequences; changes in delivery mode (i.e. from face-to-face to distance delivery); and any changes in program-specific policy.

C. PROCEDURES:

1. Any changes to courses or programs should be initiated by faculty who may work in consultation with industry partners, academic affairs, or professional societies. Proposed changes may be based on results of course and program-level assessments. The following procedure for approval of the proposed changes, except minor technical corrections, must be employed:
   a. Requestor must submit a completed Course Change Form or Curriculum Change Form along with appropriate documentation (e.g. syllabi, curriculum map), collectively referred to as "the proposal," to the Academic Program Coordinator ("APC") for the program in which the courses or program changes are proposed.
   b. The APC reviews the proposal and forwards the proposal and the APC's recommendation to the University's Curriculum Committee ("Curriculum Committee").
   c. i. For changes to **undergraduate courses**/programs, the Curriculum Committee reviews the proposal and forwards the proposal and the Curriculum Committee's recommendation to the Vice Provost.
      ii. For changes to **graduate courses**/programs or **courses cross-listed** as undergraduate/**graduate**, the Curriculum Committee reviews the proposal and forwards the proposal and its recommendation to the Graduate Studies Committee for review. The Graduate Studies Committee reviews the proposal and forwards the proposal and its recommendation to the Vice Provost.

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d. The Vice Provost reviews the proposal and sends his/her recommendation to the Provost.
e. The Provost reviews the proposal and any recommendations and determines whether to approve the proposal.
f. If the Provost approves change(s), the proposal and related documentation of the approved changes are submitted to Institutional Research and Effectiveness for record-keeping with necessary information provided to the University Registrar for including the changes in the Academic Catalog.
g. Where applicable, the Vice Provost or designee submits course approvals or changes for approval to include in the Statewide Course Numbering System (SCNS). In such cases, courses cannot be published or offered until approval from the State is secured.

2. Minor technical corrections to courses such as fixing typographical errors or making cosmetic changes to a course title or course description or adjusting lecture or lab hours in a way that does not result in a change in the total credit hours may be made by completing the Course Change Form and getting it signed by the Requestor and APC prior to submitting the form to the Registrar's Office for review and handling.

3. Should revisions to the Requestor's proposed changes be recommended at any point in the process, the proposal and recommendations should be returned to the Requestor for consideration.

ACADEMIC POLICY APPROVAL

Academic Policy No.: _FPU-5.00812AP_

Elias Nasr (signature) — 1/22/16
Initiating Authority — Date

Heather Powell (signature) — 1-22-16
Academic Policies Committee Chair — Date

Elias Nasr (signature) — 1/22/16
Vice President of Academic Affairs — Date

McW (signature) — 1/22/16
President/Designee — Date
Approved by FPU BOT, if required

_____
Date

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COURSE CHANGE FORM
FPU-5.00812AP

Purpose/Instructions: This form serves several purposes for tracking and documenting changes to academic courses, such as the following:

1. To make minor technical corrections to a course;
2. To propose a new course;
3. To alter an existing course (change in: course description, credit hour assigned, pre-requisites, designation of course as elective or required, delivery mode, or change in program-specific policy);
4. To terminate a course and delete the course from the catalog. Use one form per course;
5. To alter existing curriculum.

Use only one copy of the form **_per_** course. Be sure all relevant sections are completed and appropriate supporting documentation is included.

Please indicate which type of proposes change this form pertains to: Choose an item from 1-5 above.			
SIGNATURES			
Responsible Party	**_Recommendation_**	**_Signature(s)_**	**_Date_**
Faculty Proposing Change			
Academic Program Coordinator			
UCC Chair			
Graduate Studies Committee Chair (if applicable)			
Vice Provost			
Provost			

☐ Approved with the following changes: _____

_____

_____

Date approved change is effective: _____

PART 1: Technical Corrections

Instructions: Minor technical corrections apply only to the following types of changes and not to any changes that only alter the substance of a course. Such corrections include:

1. Fixing typographical errors or other cosmetic changes in course title or description;
2. Adjusting of lecture /lab hours that *do not* result in a change in total credit hours.

Degree Program and Concentration, if applicable	
Course Code & Number: (e.g. EEL 1000)	
Course Title:	
Description of the Problem:	

Proposed Correction			
Hours Required:	LEC Choose an item.	LAB Choose an item.	TOTAL CREDITS Choose an item.
Correction to Title, if applicable:			
Correction to Description, if applicable.			

Only the Faculty member proposing the Technical Correction and the Academic Program Coordinator need to sign this form. Completed form must be submitted to the Registrar's Office for review and handling.

Any proposed changes that are not technical corrections will be returned to the Faculty member and must go through the full process as outlined in FPU-5.00812AP.

PART 2: Add a New Course

Instructions: Complete all sections of this form. For courses that will be cross-listed as undergraduate and graduate include separate descriptions, syllabi, and other documentation. Graduate courses must reflect a higher level of rigor and expectations than undergraduate courses. Syllabi for proposed courses must include basic course information, learning outcomes, and a proposed schedule of work.

Degree Program and Concentration(s), if applicable	
Course Code and Number: (e.g. EEL 1001. Must be a number not in use or recently used.)	
Course Title:	

Hours Required:	LEC Choose an item.	LAB Choose an item.	CREDITS Choose an item.

Pre-requisites:	
Co-requisites:	
Cross-Listed Course:	

Indicate all that apply:	General Education ☐	STEM core ☐	Internship ☐	Major Course ☐	Graduate Course ☐

New Course Description
If cross-listed, provide descriptions for both graduate and undergraduate level.

Justification for New Course
Examples include changes in the profession, program assessment action plans, industry partner suggestions, and so on. Be complete in your explanation.

Notices and Documentation

Will this course be included on the curriculum map? If yes, attach an updated curriculum map with this form.	Check for Yes ☐
Does this proposed addition impact the courses, degrees, or faculty of other Programs? If yes, attach a copy of memo sent to other departments that indicates they have been notified of the proposed addition.	Check for Yes ☐
Is the syllabus attached? A syllabus MUST be submitted with this form. To remain SACSCOC compliant, all proposed courses must include a syllabus that reflects the new course.	Check for Yes ☒

PART 3: Alter an Existing Course

Instructions: Complete all sections of this form. For courses that are cross-listed as undergraduate and graduate include separate descriptions, syllabi, and other documentation. Graduate courses must reflect a higher level of rigor and expectations than undergraduate courses. Syllabi for proposed courses must include basic course information, learning outcomes, and a proposed schedule of work.

Degree Program and Concentration(s), if applicable						
	FROM			TO		
Course Code and Number: (e.g. EEL 1001. Must be a number not in use or recently used.)						
Course Title:						
Hours Required:	**LEC** Choose an item.	**LAB** Choose an item.	**CREDITS** Choose an item.	**LEC** Choose an item.	**LAB** Choose an item.	**CREDITS** Choose an item.
Pre-requisites:						
Co-requisites:						
Cross-Listed Courses:						
Indicate all that apply:	**General Education** ☐	**STEM core** ☐	**Internship** ☐	**Major Course** ☐	**Graduate Course** ☐	

Current Course Description

Proposed Change

If Proposed Change Relates to Course Learning Outcomes

Identify Current outcomes on the left and proposed outcomes on the right.

Justification for Course Change

Examples include changes in the profession, program assessment action plans, industry partner suggestions, and so on. Be complete in your explanation.

Notices and Documentation

Does this alteration impact the courses, degrees, or faculty of other Programs? If yes, attach a copy of memo sent to other departments that indicates they have been notified of the Proposed alteration.	Check for Yes ☐
Is the syllabus attached? A syllabus MUST be submitted. To remain SACSCOC compliant, all proposed courses must include a syllabus that reflects the altered course.	Check for Yes ☐

PART 4: Terminate a Course

Instructions: Complete all sections of this form.

Degree Program and Concentration(s), if applicable					
Course Code and Number: (e.g. EEL 1001. Must be a number not in use or recently used.)					
Course Title:					
Indicate all that apply:	General Education ☐	STEM core ☐	Internship ☐	Major Course ☐	Graduate Course ☐
Cross-Listed Course:					

Reason for Termination

Complete this Section

Will this termination impact a program's curriculum map? If yes, provide updated curriculum map(s).	Check for Yes ☐
Does this termination impact the courses, degrees, or faculty of other Programs? If yes, attach a copy of memo sent to other departments that indicates they have been notified of the proposed termination.	Check for Yes ☐

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CURRICULUM CHANGE FORM
FPU-5.00812AP

Instructions: Complete the fields below and submit this form to the UCC Chairperson along with copies of updated curriculum map and/or degree sheet for the program and each relevant concentration. ***Note***: Committees may ask for additional documentation not identified here to justify the change.

Catalog Year	Choose an item.
Degree Program:	Click here to enter text.
Concentration (if applicable):	Click here to enter text.
Program Coordinator:	Click here to enter text.
Explanation and Rationale for Change *(box expands as needed)*	
Click here to enter text.	

Requested date for proposed change to be effective: _____

SIGNATURES		
Responsible Party	***Recommendations and Signature(s)***	***Date***
Faculty Proposing Change	Recommendation: Approve ☐ Yes ☐ No or ☐ Approve with following change: _____ _____ Signature: _____	
Academic Program Coordinator	Recommendation: Approve ☐ Yes ☐ No or ☐ Approve with following change: _____ _____ Signature: _____	

SIGNATURES

Responsible Party	Recommendations and Signature(s)	Date
University Curriculum Committee Chair	Recommendation: Approve ☐ Yes ☐ No or ☐ Approve with following change: _____ _____ Signature: _____	
Graduate Studies Committee Chair (if applicable)	Recommendation: Approve ☐ Yes ☐ No or ☐ Approve with following change: _____ _____ Signature: _____	
Vice Provost	Recommendation: Approve ☐ Yes ☐ No or ☐ Approve with following change: _____ _____ Signature: _____	
Provost	Decision: Approve ☐ Yes ☐ No or ☐ Approved with following change: _____ _____ Signature: _____	

Approved: ☐ Yes ☐ No or ☐ Approved with following changes: _____

_____

_____

Date approved change is effective: _____