

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Curriculum and Course Changes
FPU Policy Number: FPU-5.00812AP
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> 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 assignments; 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.

- 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.: <u>FPU-5.00812AP</u>	
<u><i>Elmer Nasr</i></u>	<u>1/22/16</u>
Initiating Authority	Date
<u><i>William Spwell</i></u>	<u>1-22-16</u>
Academic Policies Committee Chair	Date
<u><i>Elmer Nasr</i></u>	<u>1/22/16</u>
Vice President of Academic Affairs	Date
<u><i>Maureen</i></u>	<u>1/22/16</u>
President/Designee	Date
Approved by FPU BOT, if required	Date