**Memo of Exception: Updates to Published Catalog**

**Guidelines:**

All curricular proposals must follow deadlines and effective dates published on the yearly Curriculum Calendar unless an exception is warranted by special circumstances described below, or as otherwise approved by the provost. In exceptional cases, the proposal originator will submit a Memo of Exception to the Provost for approval before routing through Curriculog.

**Exception memos do not replace the curriculum process and should not be used to circumvent Curriculum Committee deadlines.**

**Cases that warrant a Memo of Exception:**

During an active catalog year, exceptions may be made to enact in the published catalog:

* Changes mandated for immediate implementation by the state Department of Education under Florida Statutes or Florida Administrative Code (e.g., revisions to general education, AA requirements, or applied program hours).
* Changes made in response to a disaster or disruption (e.g., pandemic, tropical disturbance).
* Corrections or clarifications to a previously approved proposal.
* A mechanism to recognize transfer credits as equivalent to FSW course(s). This decision must be supported by faculty and administration, based on a review of the course description, syllabus, accreditation status of the originating institution, and course classifications in the Florida State Course Numbering System (SCNS). The Credit Review committee must determine whether the threshold of similarity in course learning outcomes has been met.
* Other changes requiring immediate implementation as deemed necessary by the provost.

**Cases that DO NOT warrant a Memo of Exception:**

The proposal:

* is not subject to Curriculum Committee review.
* does not affect the current active catalog.
* is not memorialized in the catalog, but must be communicated within the College (e.g., change to placement test cutoff scores). *Please consult with the Office of the Provost for these cases.*
* consists of program, certificate, or course actions that should be submitted through the regular Curriculum Committee process (e.g., changes made in summer).

**Memorandum template: General format and contents**

Memorandum of Exception

To: Dr. Eileen DeLuca, Provost

CC: [Include all stakeholders and those who should be informed of proposed actions]

From: [Usually Vice Provost, Dean, Program Director, Department Chair]

Re: Identify issue

Date: Month Day, Year

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Memo should be brief, written in paragraph format, and include the following elements (as appropriate for proposed action):

* Summary of situation requiring immediate action
* Instigator of change (e.g., State DOE, Florida Statute, state board, accrediting body, FSW department)
* Summary of relevant communications, meetings, discussions to determine appropriate actions
* **Recommendation:**Explanation of how changes will be implemented by FSW (e.g., in Banner, Catalog, Degree Audits, Credit Reviews, course(s), programs and/or certificates)
* Catalog Year and date when exception is to take effect
* Notice of whether Curriculum Committee proposals will follow (e.g., Course Change and/or Program Change proposals necessary to enact related changes in Catalog and Banner systems)

**Example Memo for State-instigated changes** (insert specifics appropriate for your proposal)

Memorandum of Exception

To: Dr. Eileen DeLuca, Provost

CC: Brenda Knight, Registrar; Keith Martin, Director, Advising; Dr. Martin McClinton, Vice Provost; April Falso, Associate Registrar; Brian Page, Associate Dean, SoAHSS; Terri Housley, Chair, Social Sciences; Jeffrey Peterman, Coordinator, Curriculum & Catalog Systems; Sheila Seelau, Chair, Curriculum Committee

From: Deborah Teed, Dean, School of Arts, Humanities & Social Sciences

Re: Rule 6A-10.02413, Civic Literacy Competency   Removal of the Civics Literacy Requirement U.S. Citizenship and Immigration Services Naturalization Test - Civics (U.S. history and government) with supplemental questions from the Catalog AND Testing Rule 6A-10.02413, Civic Literacy Competency

Date:  Month Day, Year

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The following email was received from Kathryn Hebda, the Florida College System Chancellor at the Florida Department of Education, Regarding Rule 6A-10.02413, Civic Literacy Competency:

 “In May 2020, the State Board of Education approved revisions to Rule 6A-10.02413, Florida Administrative Code (F.A.C.), Civic Literacy Competency, which added the Florida Civic Literacy Test to the approved assessments students could use to demonstrate postsecondary civic literacy competency. In June 2020, the department received a rule challenge, and subsequently ceased implementation of the Florida Civic Literacy Test while we responded to the rule challenge.

After careful review and consultation with our general counsel, the department has made a decision to withdraw the rule amendment from the Florida Administrative Code. This withdrawal means that Florida College System students are not permitted to use the Florida Civic Literacy Test to demonstrate postsecondary civic literacy competency. This withdrawal does not invalidate the existing rule.

 Students may continue to demonstrate civic literacy competency through the successful completion of a course (POSX041 American Government or AMHX020 Introductory Survey Since 1877) or by achieving a passing score on the assessments identified in the rule: AP Government and Politics: United States; AP United States History; or CLEP: American Government.

The department remains committed to identifying a low-cost assessment option for students to demonstrate postsecondary civic literacy competency.”

We are recommending the removal of language referring to the Florida Civic Literacy Test from the Current 2020-2021 FSW College Catalog in the areas where it is present.

Name and Degree(s)

Dean, School of Arts, Humanities, & Social Sciences

**Example Memo: Transfer credit (AP Test) equivalency**(insert specifics for your proposal)

Memorandum of Exception

To:  Dr. Eileen DeLuca, Provost

From: Name, Vice Provost

CC: [Complete as appropriate: Registrar, Associate Registrar, Coordinator of Curriculum and Catalog Systems, Director of Advising, Dean of SoPAS, etc.]

RE:  AP Environmental Science Exam

Date: November XX, 20XX

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The State of Florida requires that students who receive a 3 or above on the AP Exam in Environmental Science be given credit for ISC 1051, a class within the State Course Numbering System that is specifically for this purpose.  Since we do not offer this class, it transfers into FSW as an elective course, rather than a General Education Science course.  The science department reviewed the course work for the AP Environmental Science course and found that it meets more than 70% of the learning outcomes of our EVR1001C class (the coursework does require lab work).

Recommendation: A student with an AP Environmental Science score of 3 or more should receive credit for EVR1001C.

Name and Title

**Addendum:**

Catalog year(s) for Credit Reviews were established in communications with Registrar’s Office prior to Provost’s approval.

**Example Memo: FSW Course Equivalencies** (insert specifics for your proposal)

Memorandum of Exception

To:  Dr. Eileen DeLuca, Provost

From:  Name, Dean, School

CC: [Complete as appropriate: Registrar, Associate Registrar, Coordinator of Curriculum and Catalog Systems, Director of Advising, Program Chair(s), Curriculum Committee Chair, etc.]

Re:  Course Equivalency for ENT 1000 and ENT 2000

Date:  August XX, 20XX

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Upon review of the department’s offerings, the faculty of the School of Business and Technology have determined that ENT 1000 *Introduction to Entrepreneurship* and ENT 2000 *Introduction to Intrepreneurship* are more than 70% equivalent in their learning outcomes. Currently, students who have earned credit for either class must repeat work if their program requires the course that they have not taken. The SoBT faculty are putting forward Curriculum actions to rectify this issue.

The faculty recommend that this memo serve as approval to allow the Registrar’s office to make ENT 1000 and ENT 2000 equivalent without having to forward such request to the Credit Review Committee for each student, effective for the 2020-2021 academic year. Both course syllabi are attached for review.

Name & Title

School of Business and Technology

**Addendum:**

Emailed Addendum from Registrar’s Office requested approving implementation in earlier catalog year(s). This allowed recognition of these course equivalencies for current students undergoing degree audits for graduation.

**Subsequent Curricular Proposals:**

Because this proposal involved curricular actions as well as changes to the Credit Review and Degree Audit processes, SoBT faculty later submitted Change of Course Proposals to Curriculum Committee for ENT 1000 and ENT 2000 to note course equivalencies in Course Descriptions. In addition, a Change of Program/Certificate Proposal added course equivalency language to Catalog pages for all programs and certificates that included either of these courses.