

# Florida Southwestern State College

## 7.0 Catalog Memo of Exception (updates to published catalog)

### Section I: Submission Information

**Submission and Meeting Dates\***

Degree Audit modification for Summer 2020 Firefighter cohort: Email from Jeffrey Peterman, Coordinator of Curriculum and Catalog Systems, to Provost 7/27/21 regarding addendum to provost-approved memo of 12/2/2020. Provost approval of proposed action via email 7/27/21. (attached)

8/24/21 Sheila Seelau uploading pdf pdfs of original Memo and email addendum to Curriculog ~~8/23/21~~ to be included on agenda for 9/3/21 Curriculum Committee meeting.

**Administrator(s) Proposing the Memo\***

Jeffrey Peterman, Coordinator of Curriculum and Catalog Systems

Amendment to Memo read into minutes of 12/4/2020 Curriculum Committee meeting from Joe Washburn, Program Director of Emergency Services to provost Provost DeLuca. Addendum approved by Dr. DeLuca via email on 7/27/21.

**Hierarchy Owner\***

**Activity Log**

Sheila Seelau

+ Florida SouthWestern State College

Florida Southwestern State College

**Supporting Individuals and Titles\***

Email cc'd to: Thomas Norman, Vice Provost of Workforce Programs; Joseph Washburn, Program Director, Emergency Services; Brenda Knight, Registrar; Martin A. McClinton, Vice Provost of Academic Affairs; Sheila Seelau, Chair, Curriculum Committee

### Section II: Effective Dates

**Requested Effective Date for Exception\***

**Activity Log**

Sheila Seelau

+ Fall 2020

Fall 2020

**Reason for requesting exception to effective date\***

After enrolling in the Firefighter I/II Career Certificate in 2020 Summer D, students were subject to a change in clock hours mandated by the National Fire Protection Association and state of Florida. This requirement was satisfied by adjusting the hours in FFP 0010C and FFP 0020C for this cohort. These courses were subsequently replaced by FFP 0030C and FFP 0031C for the cohort beginning in Spring 2021.

To remedy an issue with degree audits for the Summer 2020 cohort, Jeffrey Peterman requested an exception to make FFP 0010C equivalent to FFP 0030C, and FFP 0020C equivalent to FFP 0031C for the Fall 2020, Spring 2021 and Summer 2021 semesters. This change applies only to the transition cohort, and "should trigger the degree audit to graduate those students from the program."

This action was requested and approved by the provost via email (7/27/21).

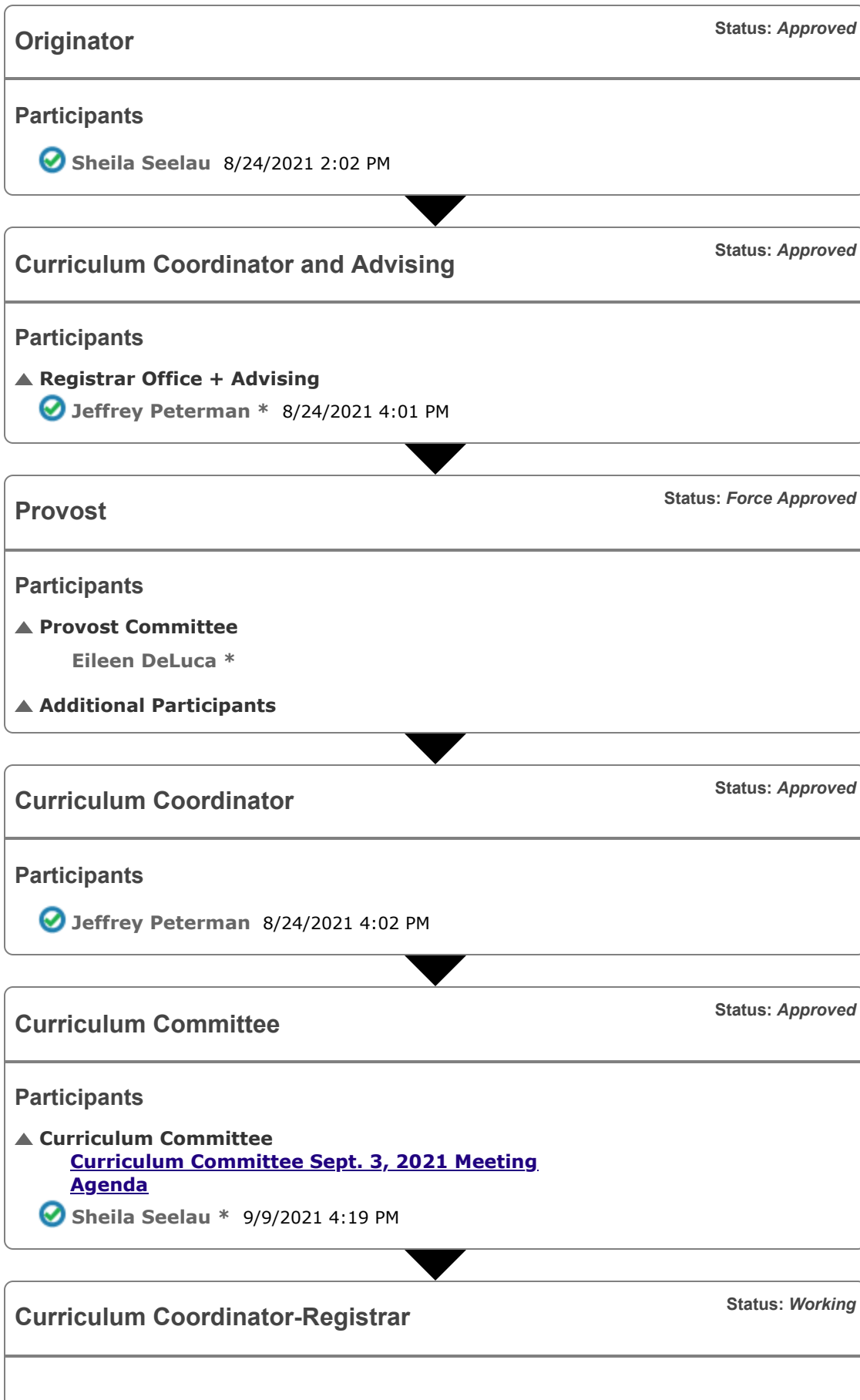
**Section III: Memo Text**

**Memo text\***

See attached pdf of emailed request and approval.

The original approved memo (dated 12/4/2020) is also attached.

# Steps for Florida Southwestern State College



## Participants

### ▲ Registrar Committee

○ Jeffrey Peterman \*

## **Attachments for Florida Southwestern State College**

**Firefighter Memo DeLuca-signed 12-02-2020.pdf** (uploaded by Sheila Seelau, 8/24/2021 1:37 pm)      **Email approval of FFP degree audit adjustment 7-27-21.pdf** (uploaded by Sheila Seelau, 8/24/2021 1:42 pm)

## Comments for Florida Southwestern State College

<b>Sheila Seelau</b>	9/9/2021 4:19 pm <a href="#">Reply</a>
No syllabus changes are necessary for FFP 0030C or FFP 0031C, as PSAV is not mentioned. Verified by Dr. DeLuca during 9/3/21 meeting. All actions related to this memo have been completed.	
<b>Sheila Seelau</b>	9/9/2021 4:17 pm <a href="#">Reply</a>
During 9/3/21 meeting, Dr. DeLuca verified that no updates are required on FFP 0030C and FFP 0031C syllabi.	
<b>Jeffrey Peterman</b>	8/24/2021 4:02 pm <a href="#">Reply</a>
This memo was submitted to the office of the provost on 7/27/21 by The Curriculum Coordinator and approved by the office of the provost 7/27/21. It is now being entered into Curriculog for workflow processing.	
<b>Jeffrey Peterman</b>	8/24/2021 4:02 pm <a href="#">Reply</a>
This memo was submitted to the office of the provost on 7/27/21 by The Curriculum Coordinator and approved by the office of the provost 7/27/21. It is now being entered into Curriculog for workflow processing.	
<b>Jeffrey Peterman</b>	8/24/2021 4:01 pm <a href="#">Reply</a>
This memo was submitted to the office of the provost on 7/27/21 by The Curriculum Coordinator and approved by the office of the provost 7/27/21. It is now being entered into Curriculog for workflow processing.	
<b>Sheila Seelau</b>	8/24/2021 2:02 pm <a href="#">Reply</a>
This Memo and email chain regarding Degree Audit adjustments for the FFP Summer 2020 cohort have been approved by Dr. DeLuca, and all associated work has been completed by Jeffrey Peterman and Eric Cirignano. This proposal may therefore be routed forward to the Curriculum Committee.	

## Decision Summary for Florida Southwestern State College

<b>Curriculum Coordinator-Registrar</b>	Status: <i>Working</i>
<b>Step Summary</b> This step requires 100% approval from all participants to move forward.	

## Participants

▲ Registrar Committee

○ Jeffrey Peterman \*

## Totals

Users Approved: 0

Users Rejected: 0

