1.2 Course Change Proposal

Approval Process Type: Course with Import Required

Proposal Title: Course Prefix, Course Number, A1. Current Course Title

Proposal Description: This form is used to propose changes to courses that are listed in the FSW course inventory. See Section III for a list of all course changes that may be requested with this form. Please note that requests to include or change General Education, Writing Intensive, International, and/or Diversity designations must go through the General Education Advisory Council (GEAC) prior to submitting a Course Change Proposal to Curriculum Committee. Please contact GEAC for more information and instructions.

Workflow:

Originator

Department Chair/Program Director

Academic Dean

Vice President of Academic Affairs (Exception Only)

Student Affairs (Office of the Registrar and Advising)

Curriculum Committee (Accepted for Agenda)

Originator (Modifications)

Curriculum Committee (Final Review)

Vice President of Academic Affairs (Final Approval)

Office of Accountability (AASPIRE)

Assistant Registrar

# General Information

DO **NOT** USE THIS FORM IF THE *ONLY* CHANGES proposed are confined to the course prefix, number, and/or laboratory/combined course designation. Instead, complete a **New Course Proposal**. You may also need to complete a **Course Discontinuation Proposal** for the course you plan to replace.

**Beginning Steps**

1. Select the **Course Change Proposal**. You will be prompted to find the course information in the current catalog. Enter the **course prefix** and **number** and run the Import. The Course Change Proposal will open after the import is finished. The import will automatically populate these fields: **Course Prefix**, **Number**, **Title**, **Description**, **Prerequisites**, and **Corequisites**.
2. Click the **Impact Report** button. When the report displays, right-click on it and select “PRINT: Save as PDF” (from the drop-down menu). Please title this document with the course prefix and number, then “Impact Report.” The Impact Report lists programs, certificates, and additional courses that may be affected by your proposed course changes. You will need to enter this information in Section VI below and attach the Impact Report in Section VII.

**Please scroll to the bottom to see the list of attachments you will need to include with this proposal.**

# Section I: Submission Information

Complete the information below (**all fields are required**).

**Submission and Meeting Dates\***

Field Type: Text Field

*Help Text: Enter the date this proposal is being submitted AND the intended Curriculum Committee meeting date (e.g., 08/05/20XX for the 09/05/20XX Curriculum Committee meeting).*

**Faculty Proposer(s)\***

Field Type: Text Field

Validation: Alpha

*Help Text: Only faculty members may submit curricular proposals. Please do not give your credentials to anyone who is not authorized to submit a proposal.*

**Faculty Presenter\***

Field Type: Text Field

Validation: Alpha

*Help Text: Faculty presenter and a representative from the corresponding dean’s office must attend the Curriculum Committee meeting or the proposal will not be heard.*

**Hierarchy Owner (Department)\***

Field Type: Drop-down Menu

Legend Field: Department

System Required: Hierarchy Entity

Data Set: All Entities

Single Select

*Help Text: After selecting the department, “Save All Changes” and view the route for this proposal to ensure that your department chair/program director and dean are listed. If the wrong department chair/program director and/or dean is listed, please adjust your department selection before launching the proposal.*

**Change School or Department**

Field Type: Text Area

*Help Text: If proposing changes to the school and/or department that administers this course, please indicate using “From/To” format (e.g., From School of Business and Technology to School of Health Professions).*

# Section II: Effective Dates

**Please refer to the Curriculum Committee Calendar for proposal deadlines and effective dates. This calendar is available in the Document Manager and the Curriculum Committee Canvas course.**

Generally, actions approved in Fall take effect in Fall of the following academic year and are published in the upcoming course catalog. Actions approved in Spring take effect in the Fall of the next *calendar* year. Syllabus changes may take effect sooner.

Changes to published catalogs are rare and will only be made with approval from the Vice President of Academic Affairs (VPAA). Requested exceptions to the published deadlines or effective dates will be immediately routed to the VPAA for approval. No action will be taken if the exception is not approved.

**Published Effective Date for Approved Action\***

Field Type: Drop-down Menu

Data Set: Published Effective Date for approved action

Single Select

*Help Text: If you are not requesting the effective date published on the Curriculum Calendar, select “[Exception].”*

**Requested Effective Date for Exception**

Field Type: Drop-down Menu

Data Set: Requested Effective Date for Exception

Single Select

*Help Text: Choose N/A if not requesting an exception to the published effective date.*

**Reason for Requesting Exception to Effective Date**

Field Type: Text Area

*Help Text: Enter N/A if not requesting an exception.*

# Section III: Proposed Course Changes

**Course Prefix\***  **Course Number\***

Field Type: Drop-down Menu (Import) Field Type: Text Field (Import)

Legend Field: Prefix Legend Field: Code

System Required: Prefix System Required: Code

Data Set: Prefix Validation: None

Single Select

*Help Text: The course prefix will auto-populate Help Text: The course number will*

*from the Import. DO NOT CHANGE the auto-populate from the Import. DO NOT*

*information in this field. CHANGE the information in this field.*

**Lab Designation\***

Field Type: Vertical Radio Set

○ “L” for laboratory only

○ “C” for combined lecture/lab

○ N/A

Note: Changes to these three fields **cannot** be made on this form. Please see instructions under the General Information section.

Listed below are the course changes that may be requested on this form. Check **only** those that apply to your proposal.

**Proposed Course Changes\***

Field Type: Vertical Checkbox Set

◻ A. Course Title (4 questions)

◻ B. Course Description (2 questions)

◻ C. Course Prerequisites (2 questions)

◻ D. Course Corequisites (2 questions)

◻ E. Credit Type

◻ F. Course Credits or Clock Hours

◻ G. Faculty Workload

◻ H. Repeatability (2 questions)

◻ I. Grade Mode

◻ J. Minimum Grade

◻ K. General Education Designation

◻ L. Writing Intensive Designation

◻ M. International Designation

◻ N. Diversity Designation

◻ None of the above

**Justification for all proposed changes\***

Field Type: Text Area

*Help Text: Provide reasons for EACH proposed change marked above and described below: Why is it needed and how will it benefit students?*

To make changes to the elements you selected, complete the questions in the corresponding lettered sections below. For example, if you selected Course Description (Item B) and Course Prerequisites (Item C), complete all questions in those two sections below. You may skip the sections in which you are **not** making changes.

**A1. Current Course Title\***

Field Type: Text Field (Import)

Legend Field: Name

System Required: Title

Validation: None

*Help Text: The course title will auto-populate from the Import. DO NOT CHANGE the information in this field.*

**A2. Change Course Title**

Field Type: Text Area

*Help Text: If you are requesting a change, type in the new course title.*

**A3. Does the course title change A4. If yes, list all courses in the**

**affect other sequenced courses? sequence.**

Field Type: Horizontal Radio Set Field Type: Text Area

○ Yes

○ No

*Help Text: For example: If changing Help Text: Please list the prefix, number,*

*“Guitar I” to “Introduction to Guitar,” and title of each sequenced course in*

*will “Guitar II” also be renamed? the current catalog.*

Note: You will need to complete an additional **Course Change Proposal** for each sequenced course whose title will change.

**B1. Current Course Description\***

Field Type: Text Area (Import)

Legend Field: Description

System Required: Description

*Help Text: The course description will auto-populate from the Import. DO NOT CHANGE the information in this field.*

**B2. Change Course Description**

Field Type: Text Area

*Help Text: If you are requesting a change, type in the new course description.*

**C1. Current Course Prerequisites\***

Field Type: Text Area (Import)

Legend Field: Prerequisites:

*Help Text: The course prerequisites will auto-populate from the Import. DO NOT CHANGE the information in this field.*

**C2. Change Course Prerequisites**

Field Type: Text Area

*Help Text: If you are requesting a change, type in the new course prerequisites.*

**D1. Current Course Corequisites\***

Field Type: Text Area (Import)

Legend Field: Corequisites:

*Help Text: The course corequisites will auto-populate from the Import. DO NOT CHANGE the information in this field.*

**D2. Change Course Corequisites**

Field Type: Text Area

*Help Text: If you are requesting a change, type in the new course corequisites.*

Note: You must also submit a **Course Change Proposal** for each corequisite course that is subject to proposed changes.

**E. Change Credit Type**

Field Type: Text Area

*Help Text: Please use “From/To” format. The available credit types are College Credit, Preparatory Credit, and Vocational Credit.*

**F. Change Course Credits or Clock Hours**

Field Type: Text Area

*Help Text: Please use “From/To” format. Please type “X credits” or “X clock hours.” For example: “From 3 to 2 credits” or “From 340 to 375 clock hours.”*

Note: If this change will affect the total number of credits for a program or certificate, a **Program/Certificate Change Proposal** is also required.

**G. Change Faculty Workload**

Field Type: Text Area

*Help Text: Please use “From/To” format to indicate a change in the faculty workload (number of lecture and/or laboratory hours per week) that will be assigned for this course. From = current faculty workload; To = faculty workload after change has been applied.*

**H1. Change repeatability status of the course**

Field Type: Horizontal Radio Set

○ Change to repeatable

○ Change to NOT repeatable

*Help Text: Repeatability is NOT “Grade Forgiveness.” Repeatability allows a student to take the same course more than once for credit. The grade for each attempt is calculated into the GPA and Course Completion Rate.*

**H2. If making repeatable, list the maximum number of credits the student may earn (including the first passing attempt).**

Field Type: Text Field

*Help Text: “LIT 2201 Special Topics in Literature (3 credits) is repeatable once for a maximum of 6 credits.”*

**I. Change grade mode**

Field Type: Text Area

*Help Text: Please use “From/To” format. The available grade modes are Standard Grading (A-F), Pass/Fail (P/F), and Satisfactory.*

**J. Change minimum grade required to pass the course**

Field Type: Text Area

*Help Text: Please use “From/To” format. If Standard Grading is chosen, the minimum grade to pass a course is “D.” Certain degree programs or certificates may require a minimum grade of “C” in one or more courses to graduate.*

## Changes to GEAC Course Designations

**K. Change the General Education (GE) designation**

Field Type: Horizontal Radio Set

○ Add “GE” designation

○ Remove “GE” designation

**L. Change Writing Intensive (WI) designation**

Field Type: Horizontal Radio Set

○ Add “WI” designation

○ Remove “WI” designation

**M. Change International (I) designation**

Field Type: Horizontal Radio Set

○ Add “I” designation

○ Remove “I” designation

**N. Change Diversity (D) designation**

Field Type: Horizontal Radio Set

○ Add “D” designation

○ Remove “D” designation

Note: Please attach GEAC recommendations regarding changes to these course designations in Section VII below.

# Section IV: Proposed Course Changes Affecting Syllabus Sections III and IV

The Topic Outline appears in Section III of the course syllabus. This is a brief list of the topics to be covered in the course. Syllabus Section IV includes the General Education CREATIVE Course Competencies and Course Learning Outcomes. These are course learning objectives for which student performance will be assessed.

Please use “From/To” format in the fields below. First, copy the existing syllabus language under “From.” Then type in “To” and the new language. The language on this proposal must match the language on your (track-changed) draft syllabus attachment.

**You may skip this section if you are NOT requesting any changes that impact syllabus Section III and/or IV.**

**Change Topic Outline**

Field Type: Text Area

*Help Text: Please use “From/To” format to indicate changes to syllabus Section III.*

**Change Integral GE Course Competencies and/or supporting Course Learning Outcomes**

Field Type: Text Area

*Help Text: Please use “From/To” format to indicate changes to syllabus Section IV.A.1.*

**Change Supplemental GE Course Competencies and/or supporting Course Learning Outcomes**

Field Type: Text Area

*Help Text: Please use “From/To” format to indicate changes to syllabus Section IV.A.2.*

In FAC Rule 6A 14.0303, the state has identified **Core** General Education courses for each of the five GE areas (Communications, Humanities, Social Sciences, Mathematics, and Natural Sciences). Please see the **General Education Program Guide** (in the FSW catalog) for lists of Core vs. Additional GE courses.

State Core GE language should ONLY be included in Section IV.B. on syllabi for state-designated Core GE courses. The state has specified two course learning outcomes in each of the five Core GE areas. These should be listed in this section of the syllabus. Any “Additional Course Learning Outcomes” may be added under Section IV.C.

For all other courses, the state Core GE language should be deleted from the syllabus, and Section IV.B. should carry the title, “Additional Course Learning Outcomes.”

**Is this course identified by the State in FAC Rule 6A 14.0303 as a General Education Core course?**

Field Type: Horizontal Radio Set

○ Yes

○ No

**If yes, in which of the five General Education areas is this a Core course?**

Field Type: Vertical Radio Set

○ Communications

○ Humanities

○ Social Sciences

○ Mathematics

○ Natural Sciences

**Changes to State General Education Core course language**

Field Type: Text Area

*Help Text: Please explain the proposed changes to syllabus Section IV.B. Examples include adding or deleting the State Core language from the syllabus; changing or correcting the listed GE area; adding, deleting, or correcting the two State-designated course competencies associated with the GE area; or deleting any additional course learning outcomes that should appear in a different subsection.*

**Change Other Course Objectives/Standards**

Field Type: Text Area

*Help Text: Please use “From/To” format to indicate changes to syllabus Section IV.C. (or IV.B. as relabeled).*

# Section V: State Information and Banner Coding

Please consult with your department chair/program director and/or dean to complete this section.

**Are any program restrictions If yes, select all current program
currently listed for this course?\* restrictions.**

Field Type: Horizontal Radio Set Field Type: Drop-down Menu

○ Yes Data Set: Program Restrictions

○ No

*Help Text: Program restrictions are indicators*

*on a course that restrict registration to students*

*enrolled in (a) specific program(s) (e.g., Nursing, A.S.;*

*Elementary Education, B.S.).*

**Proposed Program Restrictions**

Field Type: Text Area

*Help Text: Please type in the program restrictions you are proposing.*

**Current Course Attributes\***

Field Type: Drop-down Menu

Data Set: Course Attributes

*Help Text: Please choose “AA - AA Course” unless program restrictions are listed above.*

**Proposed Course Attributes**

Field Type: Text Area

*Help Text: Please type in the course attributes you are proposing.*

# Section VI: Impacts and Endorsements

## Impacts

Refer to the Impact Report to complete this section. Using the FSW catalog, explain how each program/certificate/course identified on the Impact Report is affected by your proposed changes. Describe additional actions that are necessary to accommodate the proposed changes (e.g., updating course descriptions or program/certificate catalog pages).

**Will the proposed course changes affect any programs, certificates, or other courses?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

Note: When proposed course changes will have effects beyond the originating department or program, relevant department chairs, program directors, and/or deans must be consulted.

**Have you discussed the impact(s) with leaders of affected programs/departments?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

○ N/A

**List affected courses, programs, and/or certificates identified by the Impact Report. Explain minor impacts of the proposed course changes and how they will be addressed here. If resolving the impacts will require additional curricular actions, please describe them under the next question.\***

Field Type: Text Area

*Help Text: Enter N/A if the Impact Report returns no results. The FSW catalog should be used to research specific impacts identified in the report. Please note if the proposed changes will not require modification of impacted courses, programs, or certificates, or notification of the parent departments or schools.*

Note: Course Change Proposals will **not** automatically update affected courses, programs, or certificates. Additional curricular proposals may be required to enact substantive changes in affected courses, degree programs, or certificates (e.g., enacting course changes within a program/certificate, changing prerequisite/corequisite on linked courses).

**List any additional curricular proposals being submitted that include or are affected by this course change. Under each type of proposal, please list the titles of courses, programs, and/or certificates that will be modified to accommodate the proposed course changes.\***

Field Type: Text Area

*Help Text: Examples include Course Change Proposal (e.g., for corequisite course), Program/Certificate Change Proposal (e.g., to adjust course title or credit hours), and/or New Program/Certificate Proposal. If none, enter N/A.*

## Faculty Endorsements

Before completing the next field, originators must circulate a written copy of the curricular proposal and key supporting documents (e.g., syllabus) to department/program colleagues for review and approval. Alternatively, faculty may review in Curriculog after the originator has launched a proposal, but before the originator approves the proposal.

Prior to approving, the originator should adjust the proposal according to departmental feedback and enter the names of faculty members who have endorsed the final draft. Proposals will be returned if faculty endorsements are not provided.

**List of department/program faculty and instructors who support this proposal\***

Field Type: Text Area

**List of department chairs, program directors, and/or deans affected by proposed changes**

Field Type: Text Area

*Help Text: Please list additional department chairs, program directors, deans, or other administrators whose courses, programs and/or certificates will be affected by the proposed changes to this course.*

# Section VII: Attachments

Submit the following in the requested document format. Please use this standard for naming attachments when possible: Course prefix, course number, and type of document. For example, “PSY 2012 Track-Changed Syllabus.”

1. **Impact Report** (PDF)
2. **Track-Changed Syllabus**
* Request an unlocked copy of the current syllabus from your school’s administrative assistant.
* Turn on Word’s “Track Changes” function before making any proposed changes on the syllabus. Reviewers need to see the language both before and after changes.
* Enter relevant information in syllabus sections I-IV only. Edit the course title in the header if necessary.
* Submit in Word format (.doc or .docx) as an attachment to this proposal.
1. **Documentation supporting course changes** [optional]
* Documents that support the proposed changes, such as department/advisory board meeting minutes, recommendations from accrediting or professional bodies, letters of support, etc.
* GEAC recommendation regarding GE, WI, D, and/or I course designations.