4.2 Program/Certificate Change Proposal

Approval Process Type: Other

Proposal Title: A1. Current Program/Certificate Title

Proposal Description: Use this proposal form to request changes to existing degree programs or certificates (e.g., A.A., A.S., B.S., B.A.S., C.C.C., P.S.A.V.).

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

All program/certificate proposals must be completed with the assistance of the department chair/program director and dean.

Program/Certificate Change proposals may require one or more related **Course Change** or **New Course Proposals**. Any course proposals related to the Program/Certificate Change must be heard prior to (or at the same meeting as) the Program/Certificate Change Proposal. Please see deadlines for different proposal types on the Curriculum Committee Calendar.

**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 Program/Certificate Changes

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

**Proposed Program/Certificate Changes\***

Field Type: Vertical Checkbox Set

◻ A. Program/Certificate Title (2 questions)

◻ B. Program/Certificate Prerequisites (Admission/Pre-Enrollment Requirements)

◻ C. General Education Requirements

◻ D. Program/Certificate Requirements

◻ E. Program/Certificate Elective Requirements

◻ F. Any Other Changes to the Program/Certificate Requirements

◻ G. Program/Certificate Length

**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 letter sections below. For example, if you selected Program/Certificate Title (Item A) and Program/Certificate Prerequisites (Item B), complete all questions in those two sections below. You may skip the sections in which you are **not** making changes.

**A1. Current Program/Certificate Title\***

Field Type: Text Field

**A2. Change Program/Certificate Title**

Field Type: Text Area

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

**B. Change Program/Certificate Prerequisites (Admission/Pre-Enrollment Requirements)**

Field Type: Text Area

*Help Text: Please use “From/To” format to indicate current and proposed prerequisites required to enter the program.*

**C. Change Program/Certificate General Education Requirements**

Field Type: Text Area

*Help Text: Please use “From/To” format to indicate current and proposed General Education requirements, including number of credits.*

**D. Change Program/Certificate Requirements**

Field Type: Text Area

*Help Text: Please use “From/To” format to indicate current and proposed program requirements, including number of credits.*

**E. Change Program/Certificate Elective Requirements**

Field Type: Text Area

*Help Text: Please use “From/To” format to indicate current and proposed elective requirements, including number of credits.*

**F. Additional changes to program/certificate not listed above**

Field Type: Text Area

*Help Text: Please use “From/To” format to indicate current and proposed requirements.*

**G. Change Program/Certificate Length**

Field Type: Text Area

*Help Text: Please use “From/To” format to indicate current and proposed total credits for the program/certificate.*

# Section IV: Impacts and Endorsements

## Impacts

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

Field Type: Horizontal Radio Set

○ Yes

○ No

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

Field Type: Horizontal Radio Set

○ Yes

○ No

○ N/A

**List any additional curricular proposals being submitted that include or are affected by this program/certificate change. Under each type of proposal, please list the titles of courses, programs, and/or certificates.\***

Field Type: Text Area

*Help Text: Examples include New Course Proposal, Course Change Proposal, and/or Course Discontinuation 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., catalog page) 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 program/certificate.*

# Section V: Attachments

Submit the following in the requested document format. Please use this standard for naming attachments when possible: Program/certificate title (abbreviations are acceptable; e.g., CVT, EMT), type of document (e.g., Catalog Page, State Frameworks), and date if relevant. For example, “NUR AS Faculty Meeting Minutes 09/02/2020.”

1. **Track-Changed Catalog Page**

* Copy and paste the program/certificate catalog page into a Word document.
* Turn on Word’s “Track Changes” function before making any proposed changes on the catalog page. Reviewers need to see the language both before and after changes.
* Submit in Word format (.doc or .docx) as an attachment to this proposal.

1. **For A.S. Degrees/Certificates**
   1. **Florida Department of Education (FLDOE) State Frameworks**

* Download the **most current** FLDOE state frameworks from their website.
* Submit in Rich Text format (.rtf) as an attachment to this proposal.  
  1. **Curriculum Map**
* Download the Curriculum Map template from the Document Manager or the Curriculum Committee Canvas course.
* Map the state framework standards to the courses in which each standard is taught. Mapping sub-standards is **not** necessary for curricular purposes.
* Submit in Excel format (.xls or .xlsx) as an attachment to this proposal.

1. **Documentation supporting program/certificate 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.