PROCEDURES FOR COMPLETING NEW COURSE PROPOSAL FORMS

Turn in:
1) the original form
2) the original copy of the supporting materials (course syllabus and justification)
3) an electronic disk (3-inch floppy or disk) containing the following documents:
   a) justification
   b) syllabus, including the following: the name of at least 1 textbook, the learning
      outcomes (see http://www.fiu.edu/~ascurcom/Learning%20Objectives.pdf), the course
      objectives, and a list of the major topics covered in the course.

NOTE: Information that changes for each item appears in italics.

PLEASE PROOFREAD FOR COMPLETENESS AND ACCURACY.

1a. SCHOOL/COLLEGE: Arts and Sciences
DIV/DEPT IN WHICH TAUGHT: the name of your department
b. DIV/DEPT NO. AS followed by the 2-letter department identifier (e.g., EN, HI)
DEPT ACCOUNT NO. the numerical account number (be sure it is the PantherSoft
account number)

2. Alpha Prefix: the 3-letter course prefix
   1st digit: the level for the course being proposed
   1–freshman
   2–sophomore
   3–junior
   4–senior
   5–advanced seniors and graduate students
   6–graduate students only
   7–doctoral students only

The committee has paid special attention to 4000- and 5000-level courses that will be crosslisted. Since both graduate and undergraduate students will be sitting in the same class, the undergraduates should be sufficiently advanced to be enrolled in a 4000-level course. The syllabus for the 5000-level course needs to demonstrate that the students at that level will meet for more time and will engage in more and higher level work.

   last 3 digits: unless you already know the number that will be assigned to the course, leave blank
   “C”–lec-lab “L”–lab: leave blank for regular lecture courses
   if course contains both a lecture portion and a lab portion, put a “C”
   if course is a lab course, put an “L”

Cr. Hrs.: write in the number of credit hours the course will be offered; most courses
will be offered for 3 hours.
3a. **Course Title** provide full course title; it should not have periods or abbreviations.

b. **Abbreviated Course Title** this is the shortened version of the title. It should not have periods; make use of all 25 spaces available so that the shortened title is as clear as possible.

4. Statewide Course Number Subject Matter Area: leave blank.

5. **Catalog** *Write new catalog description.* Since this information will appear in the catalog, it should indicate to prospective students and others what material the course is going to cover. It should **never** begin with wording such as “this course will cover”: just describe the contents; do not use future tense. Note the space limitation.

6. **Attach a detailed syllabus course outline and course justification on separate page(s).**

   **Course Syllabus**
   The syllabus should be fairly detailed without being excessively long: one to three pages. is usually sufficient. **It must list at least one textbook or series of readings, the course objectives, the learning outcomes, and the major topics to be covered.**

   **Course Justification**
   Need to justify the creation of a new course: why is it necessary? how will it enhance the curriculum? Actual justifications will vary. For example, a course might be proposed in order to introduce a standard course to your curriculum. For more eccentric courses, tailored perhaps to the particular teaching talents of your colleagues, you should offer what amounts to a concrete, specific argument in defense of the course.

   An electronic version of these 2 elements must be submitted.

7. **Prerequisite(s):** *List any new prerequisites.* List the courses (course prefix and number) that the student must have successfully completed before enrolling in the proposed course. Students will not be allowed to register for the course if they don’t complete the courses listed.

8. **Corequisite(s):** *List any new corequisites.* List the courses (course prefix and number) that the student must be enrolled at the same time as the course proposed. Students will not be allowed to register for the course if they don’t register simultaneously for the courses listed.

9. **Objective(s) of Course:** what is the course going to be teaching the student? What are the students going to be learning?

10. **Does this course duplicate/overlap other courses at FIU?** *If the answer is yes, please explain the reason for offering a duplicate course.* If the material of the proposed course duplicates that of another course, identify the course.

11. **What closely related department(s) have been consulted about this course?** *If the content of this course overlaps the purview of another department, then that department needs to be consulted.* An email or memo from the chair of the department stating that department’s support of the course needs to be attached to the request. Proposals without the required documentation of support will not be approved by the College’s Committee.
CHANGE REQUESTED BY:

Faculty Contact: This is the name of the person requesting the new course. Signature, email address, and phone extension number are required.

Chairperson (Dept./Div): This request must be approved by the department chair. Signature required.

Chairperson (Curr. Comm): The name of the A&S Curriculum Committee chair goes in here; if you don’t know it, leave it blank.

College/School Dean: The name of the associate dean who is the liaison with the committee goes here; right now it is Gisela Casines.

Leave the APPROVED BY section blank.
PROCEDURES FOR COMPLETING COURSE CHANGE/DELETION FORMS

Policy:
No more than two changes are allowed for a particular course. If there are more than two changes to be made, then a new course should be proposed. You must then decide whether to keep the current course as is or to delete it.

Turn in:
1) the original form
2) for changes, an electronic disk (3-inch floppy or disk) containing the following information: syllabus, at least the name of 1 textbook, the learning outcomes (see http://www.fiu.edu/~ascurcom/Learning%20Objectives.pdf), course objectives, and a list of the major topics covered in the course.

NOTE: Information that changes for each item appears in italics.

PLEASE PROOFREAD ALL FORMS FOR COMPLETENESS AND ACCURACY

PART I.
Provide the current information for the course being changed ONLY:

1a. SCHOOL/COLLEGE  Arts and Sciences
DIV/DEPT IN WHICH TAUGHT  the name of your department
b. DIV/DEPT NO.  AS followed by the 2-letter department identifier (e.g., EN, HI)
DEPT ACCOUNT NO.  the numerical account number (be sure it is the PantherSoft account number

2a. Present Course Title  Provide the current title of the course.
b. Alpha Prefix  Provide the 3-letter prefix for the course.
course number  Provide the 4-digit course number.
“C”–lec-lab “L”–lab  If the course is not a regular lecture course, but already has one of these designations, so note.
Credit Hours:  Write the number of the credit hours for which the course is now being offered.

3. Deletion Request?
If you wish to just delete the course, answer yes. The earliest effective date should be fall of the next catalog. Provide a short explanation for the need to delete the course.
If you wish to make other changes to the course answer no and continue to Part II.

PART II.
Fill out ONLY those items that you are changing
4 a. **New Title:** *If you are changing the title on the course, provide the new title.* **Change Effective:** leave blank

b. **Abbreviated Course Title:** *write in the new abbreviation.* Since this will appear in the catalog, it should indicate to prospective students and others what the full name of the course. Note the space limitation.

5a. **New Alpha Prefix** *the new 3-letter course prefix*

   **1st digit:** *the new level for the course being proposed*
   
   1–freshman
   2–sophomore
   3–junior
   4–senior
   5–advanced seniors and graduate students
   6–graduate students only
   7–doctoral students only

   The committee has paid special attention to this problem in the past, with particular (if not exclusive) attention to the difference between 3000- and 4000-level courses and between 4000- and 5000-level courses. You should consider the issue and be prepared to justify offering a course at one or another level.

   **last 3 digits:** *unless you already know the number that will be assigned to the course.*

   **“C”–lec-lab “L”–lab:**

   *leave blank for lecture courses*
   *if course contains both a lecture portion and a lab portion, put a “C”*
   *if course is a lab course, put an “L”*

   **Credit Hours:** *write in the current number and the new number of hours proposed.*

6. **Catalog Description** *Write new catalog description.* Since this information will appear in the catalog, it should indicate to prospective students and others what material the course is going to cover. It should never begin with wording such as “this course will cover”; just describe the contents; do not use future tense. Note the space limitation.

7. **New Prerequisite(s):** *List any new prerequisites.* List the courses (course prefix and number) that the student must have successfully completed before enrolling in the proposed course. Students will not be allowed to register for the course if they don’t complete the courses listed. **New Corequisite(s):** *List any new corequisites.* List the courses (course prefix and number) that the student must be enrolled at the same time as the course proposed. Students will not be allowed to register for the course if they don’t register simultaneously for the courses listed.

8. **Explain Reclassification Request:** *justify the changes requested.*

**NOTE:** For any change, other than deletion, a syllabus of the course containing the learning outcomes, course objectives, major topics, and the name of at least 1 textbook must accompany the request. This information must be turned in an electronic format.
CHANGE REQUESTED BY:

Faculty Contact This is the name of the person requesting the new course. Signature, email address, and phone extension number are required.

Chairperson (Dept./Div) This request must be approved by the department chair. Signature required.

Chairperson (Curr. Comm) The name of the A&S Curriculum Committee chair goes in here; if you don’t know it, leave it blank.

College/School Dean The name of the associate dean who is the liaison with the committee goes here; right now it is Gisela Casines.

Leave the APPROVED BY section blank.