



**DO NOT TYPE IN THIS BOX**

Bulletin #: \_\_\_\_\_

Academic Year: \_\_\_\_\_

# FLORIDA INTERNATIONAL UNIVERSITY UNDERGRADUATE PROGRAM PROPOSAL

## Changes to an Undergraduate Track

(Refer to [FIU Policy 350.010 New Degree Program Planning and Authorization](#))

### **INSTRUCTIONS:** Please Type. Fill out this form **completely.**

School/College \_\_\_\_\_

Div./Dept. \_\_\_\_\_

Track Name: \_\_\_\_\_

Degree Name: \_\_\_\_\_

B.A.                       B.S.                       Other \_\_\_\_\_

Proposed Implementation Date: \_\_\_\_\_

### **PROPOSAL REQUESTED BY:**

Faculty Contact \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_  
(Type Name) (Signature)

\_\_\_\_\_  
(Email address) (Phone Number)

Chair (Dept./Div.) \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_  
(Type Name) (Signature)

Chair (Curr. Comm.) \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_  
(Type Name) (Signature)

College/School Dean \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_  
(Type Name) (Signature)

**NO HEARING REQUIRED. PLEASE SUBMIT ORIGINAL FORM.**

**DO NOT TYPE IN THIS BOX**

Bulletin #: \_\_\_\_\_

Academic Year: \_\_\_\_\_

## **CHANGES TO UNDERGRADUATE TRACK**

PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

**Please fill out the coversheet in its entirety.**

Include a brief rationale for the change in the track

---

**The proposal must include the following elements using the current undergraduate catalog:**

- I. List the old track's prescribed courses, other requirements, credits, and page number (left column)
- II. List the new track's prescribed courses, other requirements, and credits (**right column, use red font to denote additions to text and strikethrough feature to denote deletions**)

---

**Complete the checklist that begins on the following page.**

---

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Do all courses exist in the current catalog?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If courses are not in the current catalog, are they proposed in the same Curriculum Committee bulletin as this proposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If courses are not in the current catalog or proposed in this same bulletin, were they approved in a previous curriculum bulletin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If yes, attach a separate sheet indicating each course number, name, bulletin number, and bulletin date.</li> <li>• If the answers to 1, 2, and 3 are no, do not submit the proposal. Address the course issues first.</li> </ul>			
4. Do courses listed have the correct course prefixes, official titles, course numbers, and number of credits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do course descriptions match the existing catalog or proposed course descriptions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all courses to be added or changed taught in the same proposing department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If the answer to 6 is no, do you have written approval/acknowledgment of the other department(s)? The written acknowledgment(s) must be attached. (You must have written approval before submitting this document.)</li> </ul>			
7. Are all courses to be deleted taught in the same proposing department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If the answer to 7 is no, provide evidence that the unit from where the course originated was notified of the course deletion.</li> </ul>			
8. Have you contacted the Office of Academic Planning and Accountability to determine if the proposed track is a substantive change that requires notification or a prospectus to be submitted to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)? Please do so prior to submitting this form if you answer yes to any of the questions below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
- Will significant additional equipment be needed to deliver the revised track?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Will significant additional facilities be needed to deliver the revised track?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Will significant additional financial resources be needed to deliver the revised track?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Do the proposed changes to this track significantly change the content required for the academic program? (Significant is defined as equal to or greater than 25% new content.)			
o Changing 25% or more of the content of an existing degree constitutes a “significant departure” from the institution’s existing programs and requires SACSCOC notification (or approval) prior to implementation. If the proposed changes to this track will necessitate the creation of 25%-100% new content for the academic program, this will constitute a substantive change. Whether to notify or to seek approval from SACSCOC depends on the amount of new content required. In changing this track, how much new content will be required for the program? (Please check the appropriate percent range below.)			
<input type="checkbox"/> 25%-49% of the program’s content, which requires notification to SACSCOC prior to implementation			
<input type="checkbox"/> 50% or more of the program’s content, which requires SACSCOC approval prior to implementation; approval must be obtained according to SACSCOC deadlines)			
- Will a significant number of new faculty members be required to deliver the revised track?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Will significant additional library/learning resources be needed to deliver the revised track?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |   | <b>YES</b>               | <b>NO</b>                | <b>N/A</b>               |
|---|--------------------------|--------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>- Will the proposed changes to this track result in 25% or more of the program being offered at a new location geographically apart from the main campus? (If yes, please check the appropriate percent range below.)               <ul style="list-style-type: none"> <li><input type="checkbox"/> 25%-49% of the program will be offered at a new location, which requires notification to SACSCOC prior to implementation</li> <li><input type="checkbox"/> 50% or more of the program will be offered at a new location, which requires SACSCOC approval prior to implementation; approval must be obtained according to SACSCOC deadlines)</li> </ul> </li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>- Will the revised track enter into a collaborative academic arrangement that includes the initiation of a dual academic program with another institution?</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>- Will the revised track enter into a contract by which an entity not eligible for Title IV funding offers 25% or more of the program (e.g., international university)?</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |