



DO NOT TYPE IN THIS BOX

Bulletin #: _____

Academic Year: _____

FLORIDA INTERNATIONAL UNIVERSITY UNDERGRADUATE PROGRAM PROPOSAL

Changes to an Undergraduate Minor

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

School/College _____

Div./Dept. _____

Minor Name: _____

Degree Name: _____ Not Applicable

B.A. B.S. Other Bachelor's _____

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.

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CHANGES TO AN UNDERGRADUATE MINOR

PLEASE SUBMIT THIS CHECK LIST WITH THIS PROPOSAL

Please fill out the coversheet in its entirety.

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

- I. List old minor's prescribed courses, other requirements, credits, and page number (left column)
 - II. List new minor's prescribed courses, other requirements, and credits (**right column in red**)
 - III. Include a brief rationale for the change
-

Complete the checklist that begins on the following page.

	YES	NO	N/A
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"> • If yes, attach a separate sheet indicating each course number, name, bulletin number, and bulletin date. • If the answers to 1, 2, and 3 are no, do not submit the proposal. Address the course issues first. 			
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"/>
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"> • If the answer to 6 or 7 is no, do you have the written approval/acknowledgment of the other department(s)? (You must have written approval before submitting this document.) 			
8. Are the approvals/acknowledgments from the other departments attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>