



DO NOT TYPE IN THIS BOX

Bulletin #: _____

Academic Year: _____

FLORIDA INTERNATIONAL UNIVERSITY UNDERGRADUATE PROGRAM PROPOSAL

Changes to an Undergraduate Certificate

Academic

Professional

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

School/College _____

Div./Dept. _____

Certificate Title: _____

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 UNDERGRADUATE CERTIFICATE
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

Please fill out the coversheet in its entirety.

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

- I. List old certificate's prescribed courses, other requirements, credits, and page number (left column)
 - II. List new certificate's prescribed courses, other requirements, and credits (**right column, use red font to denote additions to text and strikethrough feature to denote omissions**)
 - 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, or 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 taught in the same proposing department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are 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 written approval/acknowledgment of the other department(s)? The written approval(s) or acknowledgment(s) must be attached to the proposal. (You must have written approval before submitting this document.) 			
8. Does this change affect the courses measuring Student Learning Outcomes (SLOs) or Program Outcomes (POs) for the certificate program? (For a copy of the assessment reports, please send a request to assessment@fiu.edu .) If yes, please submit revised SLOs and POs to assessment@fiu.edu for approval. Documentation of approval must be attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
9. Have you contacted the Office of Academic Planning and Accountability to determine if the proposed changes to the certificate program constitute 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"/>
- Will significant additional equipment be needed to deliver the revised certificate program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Will significant additional facilities be needed to deliver the revised certificate program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Will significant additional financial resources be needed to deliver the revised certificate program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Will a significant amount of new content be required? (Significant is defined as equal to or greater than 25% new content.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Changing 25% or more of the content of an existing certificate program constitutes a "significant departure" from the institution's existing programs and requires SACSCOC notification (or approval) prior to implementation. Whether to notify or to seek approval from SACSCOC depends on the amount of new content required. How much new content will be required for the revised certificate program? (Please check the appropriate percent range below.)			
<input type="checkbox"/> 25%-49% of the certificate program's content, which requires notification to SACSCOC prior to implementation			
<input type="checkbox"/> 50% or more of the certificate 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 certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Will significant additional library/learning resources be needed to deliver the revised certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| <ul style="list-style-type: none"> - Will at least 25% of the certificate program be 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"> <input type="checkbox"/> 25%-49% of the certificate program will be offered at a new location, which requires notification to SACSCOC prior to implementation <input type="checkbox"/> 50% or more of the certificate program will be offered at a new location, which requires SACSCOC approval prior to implementation; approval must be obtained according to SACSCOC deadlines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> - Will the revised certificate program enter into a collaborative academic arrangement that includes the initiation of a dual academic program with another institution? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> - Will the revised certificate program 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)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |