



<b>DO NOT TYPE IN THIS BOX</b>
Bulletin #: _____
Academic Year: _____

# FLORIDA INTERNATIONAL UNIVERSITY UNDERGRADUATE PROGRAM PROPOSAL

## Changes to an Undergraduate Joint Certificate

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

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

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

Joint Certificate 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.**

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## **CHANGES TO UNDERGRADUATE JOINT CERTIFICATE**

PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

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

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**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 in red**)
  - III. Include a brief rationale for the change in the joint certificate
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**Complete the checklist that begins on the following page.**

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YES NO N/A

1. Do all courses exist in the current catalog?
2. If courses are not in the current catalog, are they proposed in the same Curriculum Committee bulletin as this proposal?
3. If courses are not in the current catalog or proposed in this same bulletin, were they approved in a previous curriculum bulletin?
  - 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?
5. Do you have the written approval of ALL departments/schools with courses involved in the joint certificate change? (You must have written approval before submitting this document.)
  - If the answer to 5 is yes, the written approval(s)/acknowledgment(s) must be attached to the proposal.
6. Does this change affect the courses measuring Student Learning Outcomes (SLOs) or Program Outcomes (POs) for the certificate (for a copy of the assessment reports, please send a request to [assessment@fiu.edu](mailto:assessment@fiu.edu))?
  - If yes, please submit revised SLOs and POs to [assessment@fiu.edu](mailto:assessment@fiu.edu).