FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE
Proposal for a Course Change

PART I. FILL OUT THIS SECTION COMPLETELY

1. School/College _____

Div./Dept. in Which Taught _____

2.

Alpha Prefix	1st Digit	Last 3 Digits	"C"-lec-lab "L"-Lab	Cr. Hrs.
_____	_____	_____	_____	_____

3. Present Course Title _____

PART II. FILL OUT CHANGE INFORMATION ONLY

Change Effective _____ / _____ / 20 _____

4a. New Course Title _____

b. New Abbreviated course Title *(for computer class schedules, transcripts)* [_____]

LIMITED TO 25 Characters *(including spaces)*

5a.

New Alpha Prefix	New 1st Digit	New Last 3 Digits	Change "C"-lec-lab "L"-Lab
_____	_____	_____	_____

5b. Change Credit Hours: From _____ **To** _____

6. New Catalog Description/Major Topics *(not to exceed 200 characters including spaces in the box below)*
College of Medicine and College of Law: Attach description not exceeding 1,000 characters including spaces.

[ ]

7. New Prerequisite(s): _____

8. New Corequisite(s): _____

9. Explain Reclassification Request:

[ ]

10. Did you attach a copy of the course justification and course syllabus that contains the changes you are requesting? **NO   YES**

11. Does this proposed change impact the assessment process of a program or certificate? **If yes, then send notification to assessment@fiu.edu. NO** [ ] **YES** [ ]

PROPOSAL REQUESTED BY:

Faculty Contact _____ _____ / _____ / 20 _____
(Type name)   (Signature)

_____
(Email address)   (Phone number)

Chairperson (Dept./Div.) _____ _____ / _____ / 20 _____
(Type name)   (Signature)

Chairperson (Curr. Comm.) _____ _____ / _____ / 20 _____
(Type name)   (Signature)

College/School Dean _____ _____ / _____ / 20 _____
(Type name)   (Signature)

Submit one original form. Attach one copy of the course justification and a draft of the course syllabus reflecting any changes requested in this Proposal for a Course Change. *The complete syllabus should include all components listed on the Course Change Checklist.*

<h1 style="text-align:center"><u>Course Change Proposal Guidelines</u></h1>

The following serve as guidelines when reviewing for approval of a Course Change proposal. Please follow each step to assure the completion of this form.

<u>Cover Page</u> (titled): Florida International University Curriculum Committee Proposal for a New Course

1. Review the existing course catalog and course descriptions to determine if the course change proposal is complete and accurate (for course changes).
2. Make sure that the cover page/curricular forms are the **most updated forms** on the Faculty Senate website under "**Curriculum Other Forms".**
3. Note the effective date is specified by the Faculty Senate – University Curriculum Calendar facultysenate.fiu.edu (e.g., bulletin 1-3 is the following fall, bulletin 4-6 is the Spring of the next academic year)
4. All supporting documents should be included (e.g., emails to the assessment office, communication with other departments possibly impacted by this change)

<u>Question 11:</u> Does this proposed change impact the assessment process of a program or certificate? This question refers to the student learning outcomes of a degree program and the specific courses (culminating experiences) used to gather student artifacts to access critical thinking, communication, content knowledge, etc.

5. Insert the justification in front of the attached syllabi, which clearly and accurately describes the rationale for each change made in the course.

<u>Syllabus</u>

1) Be sure that the **syllabus reflects all changes that were requested** on the Course Change form cover page.
2) Required Syllabus Components: (Generic Syllabus not specific to any semester)
   a) Course Prefix and number and full name as published in the catalog or course change form if a description change is requested.
   b) Prerequisites and co-requisites (if any).
   c) Course Description: The description from the Course Change form must be reflected (but does not have to be verbatim). A detailed description is acceptable to provide students with a more specific course overview. If no course description change is requested, it is still important to correctly illustrate the current catalog description in the syllabus (It is confusing to Curriculum Committee reviewers and the Office of the Registrar when the syllabus course description is out of sync with the catalog).
   d) Course Objectives/Learning Outcomes: Review student learning outcomes to ensure that they are written using measurable verbs (e.g., Bloom's Taxonomy). Note the Faculty Senate Curriculum review process includes the determination of the course outcomes reflecting the higher-level learning of a college course (lower division, upper division, graduate).
   e) Required purchases including textbooks (including ISBN), lab supplies, artistic supplies, and professional and ancillary items. If there is no required text, a list of readings should be included to reflect the depth of learning expected of students. Texts/readings should be from valid sources and timely.
   f) Grading standards to be used in calculating final grades.
   g) A tentative outline that includes major topics, anticipated dates of assignments, performances, artistic submissions, and/or examinations.
   h) Performance measures for evaluation in awarding final grades. The major assignments should reflect appropriate rigor for the course level (lower division, upper division, graduate).
   i) Any policies of the instructor and/or department policies that may impact a student's enrollment or final grade.

The following documents can assist with ensuring that the submitted syllabus meets all the requirements:
2020-2021 Faculty Handbook (Pages 33-36)
 Syllabi Requirements Policy and Procedures Library - 300.010 Course Syllabi Requirements