FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE
Proposal for a New Course

1. **School/College** _____

   Div./Dept. in Which Taught _____

2. _____ _____ _____ _____ _____   **CIP Code** *(Leave this blank):* _____

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

3. **Grading Method (select one):** ☐ Graded ☐ Pass/Fail

4a. **Course Title** _____

   b. **Abbreviated course Title** *(for computer class schedules, transcripts)*

   [   ]

   LIMITED TO 25 Characters *(including spaces)*

5. **Statewide Course Numbering Subject Matter Area** _____

6. **Catalog Description/Major Topics** *(not to exceed 200 characters including spaces)*

   College of Medicine and College of Law: Attach description not exceeding 1,000 characters including spaces.

   [   ]

7. **Attach detailed syllabus course outline and course justification on separate page(s).**

8. **Prerequisite(s):** _____

9. **Corequisite(s):** _____

10. **Objective(s) of Course:**

    [   ]

11. **Does this course duplicate/overlap other courses at FIU?** ☐ No ☐ Yes

    If yes, please explain: _____

12. **What other closely related department(s) have been consulted about this course?**

    _____

13. **Is this course used for the assessment of a program or a certificate (if yes, then send a 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 for this New Course Proposal. *The complete syllabus should include all components listed on the New Course Checklist.*

New Course Proposal Guidelines

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

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

1. Visit the Faculty Senate Website: Make sure that the cover page/curricular forms are the **most updated** on the Faculty Senate website under "**Curriculum Other Forms."**
2. Note on the form that 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)
3. Common Errors /Recommendations in completing the Form:
    o   Select a grading method (Graded or Pass/Fail)
    o   The course description must be limited to 200 characters (including spaces and symbols)
    o   Course objectives may be presented as "see attached syllabus" instead of typing in the box.
4. All supporting documents should be included (e.g., email to assessment office, email(s) communication with other departments on duplication/overlap with existing FIU courses)
    o   Question 13: 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 used to gather student artifacts to access critical thinking, communication, content knowledge, etc. Typically, courses that reflect culminating experiences of a degree are identified in the assessment plan.
5. Insert the justification in front of the syllabi, which clearly and accurately describes the rationale for the course.

Syllabus

1) Required Syllabus Components: (Generic Syllabus not specific to any semester)
    a) Course Prefix, number, and full name as stipulated on the new course form.
    b) Prerequisites and co-requisites (if any are included on the New Course form).
    c) Course Description: The description from the New Course 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.
    d) Objectives/Learning Outcomes: Include student learning outcomes and ensure that they are written using measurable verbs (e.g., Bloom's Taxonomy). Note that the Faculty Senate review Curriculum process includes determining the course outcomes reflecting the higher-level learning of a college course (lower division, upper division, graduate).
    e) Required purchases, including texts (ISBN), lab supplies, artistic supplies, and professional and ancillary items. If there is no required text, a preliminary 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 essential topics in a weekly format along with anticipated week due dates: assignments, performances, artistic submissions, and examinations.
    h) Performance measures for evaluation in awarding final grades. The description of the significant assignments should reflect appropriate rigor for the course level (lower division, upper division, graduate).
    i) Any instructor and 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