



DO NOT TYPE IN THIS BOX
Bulletin #: _____
Academic Year: _____

FLORIDA INTERNATIONAL UNIVERSITY UNDERGRADUATE PROGRAM PROPOSAL

New Undergraduate Track

(Refer to [FIU Policy 350.010 New Degree Program Planning and Authorization](#))

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

School/College _____

Div./Dept. _____

Track 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)

JOINT HEARING REQUIRED. PLEASE SUBMIT ORIGINAL FORM.

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NEW UNDERGRADUATE TRACK
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

Please fill out the coversheet in its entirety.

The proposal must include the following elements:

- I. Rationale for new track: types of students, expected number of students and documentation, community need/relevance
 - II. Track description that includes a statement of how the proposed track fulfills the mission of the unit and the university
 - III. Impact of this track on other units
 - IV. Required courses (tracks within a major or degree must include a common core curriculum that accounts for 15% of the total credit requirement)
 - V. The structure of the new track must follow the State University System of Florida Board of Governors (BOG) [Regulation 8.011 Authorization of New Academic Degree Programs and Other Curricular Offerings](#)
 - VI. Resources required: faculty, library, facilities including laboratories
 - VII. Budget requirements; tracks that require budget need a budget justification
 - VIII. Proposed catalog copy
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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. Do you have written approval/acknowledgment to include courses taught in departments/schools other than the proposing department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If yes, the written approval(s) or acknowledgment(s) must be attached to the proposal. 			
7. Have you contacted the Office of Academic Planning and Accountability to determine if the proposed track is 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 new track?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Will significant additional facilities be needed to deliver the new track?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Will significant additional financial resources be needed to deliver the new track?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES NO N/A

- Will implementation of this track significantly change the content required for the academic program? (Significant is defined as equal to or greater than 25% new content.)

- o Changing 25% or more of the content of an existing degree constitutes a “significant departure” from the institution’s existing programs and requires SACSCOC notification (or approval) prior to implementation. If implementation of this track will necessitate the creation of 25%-100% new content for the academic program, this will constitute a substantive change. 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 program? (Please check the appropriate percent range below.)

25%-49% of the program’s content, which requires notification to SACSCOC prior to implementation

50% or more of the 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 new track?

- Will significant additional library/learning resources be needed to deliver the new track?

- Will implementation of this track result in 25% or more of the program being offered at a new location geographically apart from the main campus? (If yes, please check the appropriate percent range below.)

25%-49% of the program will be offered at a new location, which requires notification to SACSCOC prior to implementation

50% or more of the program will be offered at a new location, which requires SACSCOC approval prior to implementation; approval must be obtained according to SACSCOC deadlines

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| - Will the new track 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"/> |
| - Will the new track 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"/> |