

FLORIDA ATLANTIC UNIVERSITY  
GRADUATE PROGRAMS COMMITTEE (GPC)  
GUIDELINES, POLICIES AND PROCEDURES

Approved by the University Graduate Council December 7, 2011

I. GRADUATE PROGRAMS COMMITTEE (GPC)

A. Membership.

The GPC shall consist of one faculty member from each college from the Graduate Council and one member from the Graduate Student Association and Library faculty. In addition, the Graduate Dean and a representative from the Graduate College shall be nonvoting members. The method of selection of the college members shall be determined by the individual college. If a regular member is unable to attend a meeting, a proxy may be provided.

B. Meetings.

Meetings are scheduled monthly during fall and spring semesters, at least two weeks prior to University Faculty Senate (UFS) meetings. The Committee shall also meet as often as necessary to complete its business. The Committee shall elect its chair from among the voting college members at the last meeting of the Spring semester.

C. Responsibilities.

The Committee shall review and recommend approval or, for cause, disapproval of proposed new graduate courses to the University Graduate Council (UGC), University Faculty Senate, then with UFS approval to the Office of the Provost. It shall also review and recommend approval or, for cause, disapproval of new graduate degree programs, graduate certificate programs and significant changes to graduate programs/tracks. It shall also recommend policies and procedures regarding graduate student admissions and degree completion requirements.

D. Quorum.

A quorum requires that more than 50% of the voting members of the Committee be present at the meeting. In order to pass an item of business, more than 50% of those voting members present must vote for approval.

II. SUBMISSION OF PROPOSALS

Preamble: The intentions of this policy are to stimulate innovation in curricula, consider the impact of change on the university community, and enhance the process of review of new programs, tracks, and major changes in existing programs and tracks. The policy involves the university graduate programs committee (GPC) in the following areas: 1) the review of new graduate degree programs; 2) the review of new graduate program tracks; (3) the definition and review of significant changes to existing graduate degree programs or tracks; and (4) the facilitation of innovation in graduate courses and degree programs or tracks.

## ***A. General Procedures***

1. All proposals for consideration must be submitted to the Graduate Programs Committee on the appropriate form and with required attachments. Where a syllabus is required it must, at a minimum, meet all requirements for syllabi as established by the Provost's Office. Syllabi guidelines can be found at: <http://www.fau.edu/provost/files/coursesyllabus.2011.pdf>.

2. Once the department Chair, college committee Chair and college Dean have signed the form, the form and all attachments should be sent electronically to the Graduate College at [ugpc@fau.edu](mailto:ugpc@fau.edu) no later than two weeks before the next meeting of the GPC.

The proposals will be posted one week in advance. GPC reviewers can then print out or view on screen any proposals under Upcoming Meetings UP at :

<http://www.fau.edu/graduate/facultyandstaff/programscommittee/index.php>

3. At the GPC meeting, the hard copy form is signed by the GPC Chair after approval by the committee.

4. Tabled course proposals/changes may appear on a subsequent Agenda upon request.

5. Once the course proposals have approved by the GPC, they go to the University Graduate Council (UGC) for its approval. All hard copy of forms with signatures go to the Graduate College for final signature by the Graduate Dean. Once signed, the hard-copy forms go to the Registrar's Office for further processing and electronic copies are forwarded to the UFS Steering Committee.

6. The UFS Steering committee will review the proposals and decide whether to place proposals on the UFS Agenda. The items appear on a "consent agenda," unless there might be further discussion within the UFS and then the item may appear as an "action item" on the agenda.

7. After UFS approval, the Registrar's Office completes the process.

Completion of the process entails sending course proposals to the Statewide Course Numbering System (SCNS—<http://scns.fldoe.org>) for its review. No new course or course change takes place within the FAU course inventory or within the University catalogs until the SCNS responds by listing the course in the statewide system. This also means the original number may change. Notification of the SCNS listing is sent to the originating department so they can see that their proposal has come full circle. The responsibility to disseminate the information concerning the new course or course change lies with the originating department; the department should inform advisors, etc., that a new course or course change has taken place. If a department or professor would like to check on the progress of a proposal, a quick look at the SCNS website (a public site) would either show the new course added to FAU's listing or not. The process from beginning to end may take 6 weeks or more.

## ***B. New Graduate Course Proposals***

1. New course proposals will be considered only if they have been properly submitted along with all appropriate documentation. New course proposals require a completed New Course Proposal

(NCP) form that can be found at:

<http://www.fau.edu/graduate/facultyandstaff/programscommittee/docs/FAUnewcrseGrad.doc> .

2. Faculty Consultation. Departments and/or colleges that might be construed as affected by the new course must be consulted and the results of such consultation must be included on the NCP form. The faculty making the proposal should send a memorandum or email to the various departments and/or colleges that might be construed as being affected by the new course. A hard copy or print out of this memorandum or email and all of the responses received must be attached to the proposal when that proposal is brought to the Graduate Programs Committee. If one or more departments and/or colleges have failed to respond to the query concerning the new course proposal, the Graduate Programs Committee will interpret this absence of response as consent.

3. Courses within the 900-series (where “9” is the second digit, e.g., 6930) do not need a syllabus. However, sufficient material must be included to support the purpose, level, and procedures of the course. The 900-series includes internships, practica, special topics, directed independent studies, and study abroad courses.

### ***C. Course Change Request***

1. Beyond new proposals, Departments may request changes to existing courses. These requests must be submitted on Course Change Request (CCR) form that can be at:

<http://www.fau.edu/graduate/facultyandstaff/programscommittee/docs/FAUchangeGrad.doc> .

2. Departments, instructors, colleges cannot change prefixes or course numbers. Course content is the key and only factor. If the content of a current course changes significantly, the prefix and/or course number may need to be changed. If the level of a course is changed, the course number may also change depending on the particular discipline affected.

### ***D. Deletion of a course***

1. Courses may be deleted from the University Catalog by submitting a Course Change Request (CCR) form that can be found at:

<http://www.fau.edu/graduate/facultyandstaff/programscommittee/docs/FAUchangeGrad.doc>

No action by the committee is required except for verification that the deletion will cause no curricular problems. The course may not be reinstated without GPC approval.

### ***E. Request for a New Degree Program***

All requests for new Graduate degree programs must follow the New Degree Approval process as provided by the Provost Office at: <http://www.fau.edu/provost/newdegree.php>

### ***F. Requests for Tracks in Degree Programs***

The Graduate Program Director should, upon decision by the College to develop a new track within a degree program:

1. Inform the Graduate College and Provost about the program, its initiatives and the development process to be used;

2. After planning and development are completed, forward a packet containing pertinent information ( e.g., statement of purpose and goals, degree requirements, properly completed curriculum proposals, syllabi, etc.) to the Graduate College, whose representative will forward the packet to GPC; and
3. Address the GPC to seek its approval of the new track, after the committee has reviewed it.
4. If approved the GPC will forward to UGC and through them to the UFS Steering Committee.

### ***G. Significant Change to an Existing Degree Program or Track***

GPC will be involved through the established process for approving new courses and course changes in evaluating and approving significant change to an existing degree program or track.

1. Significant change in an existing degree program/track is defined as including changes in one or more of the following:
  - a. Relationship of program to mission/objectives of College/University
  - b. Core requirements
  - c. Total hours
  - d. Impacts on another college, school, department or other academic unit, such as out of college requirements, the future elimination of a college, school, department and/or other academic unit, etc. that is now a participant in curriculum delivery, and
  - e. Orientation or emphasis of a program's curriculum.
2. The College/Department will forward the planned changes and rationale, and any appropriate new course proposals and syllabi to GPC for evaluation and approval.

### ***H. Requests for Certificate Programs***

1. Any academic unit at Florida Atlantic University offering or desiring to offer a certificate program must follow the normal procedures employed by such units to obtain the approval of courses and course changes within the University, including presentation of the proposed certificate programs to the GPC for review, approval, and submission for information and ratification.
2. Certificate programs may exist at the graduate and post-graduate levels. The minimum credit hours for a certificate will be 12 graduate credits hours.
3. Each academic unit offering a certificate program must meet requirements of the appropriate accrediting body and must:
  - a. State clearly the purpose and goals of the certificate program, preferably in places where the degree program's mission and goals are stated to reduce the potential for confusion among potential enrollees in the degree program and the certificate program.
  - b. Define clearly how the certificate program differs from the degree program with respect to intended audience (recipients), admission requirements, academic content (i.e., specific courses and/or other work required), pedagogy, program expectations, and value for professional growth and development.

c. Articulate clearly the relationship between the certificate program and the degree program, including the extent to which the admission requirements are the same; the extent to which academic performance in the certificate program may be used to supersede (by petition or otherwise) the stated admissions requirements for admission to the degree program; the extent to which admission to the certificate programs offers opportunity for admission to the degree program; and the extent to which credits earned in the certificate program may be counted toward credits required for the graduate degree.

d. Have in place and explain clearly the process for admitting students to certificate programs and monitoring their academic performance.

e. State the terms and conditions (including the maximum number of credits consistent with the graduate program's accrediting standards) under which course work taken in a certificate program can be transferred to the graduate degree program.

f. State clearly the conditions under which both a certificate and a graduate degree can both be received, explaining how the dual receipt does not compromise the intent, purpose, and value of the degree.

4. Post-graduate level certificates, in addition to addressing the relevant aspects of the above guidelines, shall specify the extent to which the work in the post-graduate (master's) certificate program is not duplicative of the work required in the graduate-level degree and the benefits and rights accruing to the holder of a post-graduate certificate.

#### 5. Appropriate Uses of Certificate Programs

a. Certificate programs may be used as a recruiting device for an existing graduate-level degree program with specific provisions for the number of certificate credits that can be counted toward the degree program.

b. Certificate programs may be designed to encourage innovation in curricula and to address cutting-edge developments in a field or discipline not otherwise covered in an existing graduate degree program, as in the case of a postgraduate (or post-master's) certificate program.

c. Certificate programs may be used to provide opportunities for faculty enrichment and development to increase intellectual growth by offering a special set of courses reflecting innovations resulting from ongoing or recently completed research.

d. Certificate programs may serve the purpose of (1) providing service to a community of interest, e.g., a specialized professional clientele or group or (2) encouraging the acquisition of knowledge in a given field or area short of acquiring the full degree.

e. Certificate programs must have a purpose other than revenue generation.

f. Certificate programs should not compromise the integrity of the faculty assignment associated with existing degree programs, nor pose an excessive drain on limited resources allocated to existing degree programs in colleges, schools, and departments or program.

g. Certificate programs may be used to provide educational offerings in certain fields to prepare professionals to sit for national and/or certification exams.

***I. Special Topics courses.***

1. A course may be taught as a SPECIAL TOPICS (93 series) only three times with the same title and/or content. After this, the course must either be proposed as a New Course to the GPC or be deleted from the curriculum.

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