

**FLORIDA ATLANTIC UNIVERSITY  
GRADUATE PROGRAMS COMMITTEE (GPC)  
GUIDELINES, POLICIES AND PROCEDURES  
Approved by the GPC December 2008**

## **I. BYLAWS**

### **A. Membership.**

The GPC shall consist of one faculty member from each college offering graduate courses and one member from the 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 from a college is unable to attend a meeting, the college may designate a proxy.

### **B. Meetings.**

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

### **C. Responsibilities.**

The Committee shall review and recommend approval or, for cause, disapproval of proposed new graduate courses to the 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 post-masters certificate programs and significant changes to graduate programs/tracks to the Senate. Committee action shall be communicated in writing to the college initiating the proposal for the new course or program. If disapproval is recommended, the specific grounds for action shall be included in the report. It shall also recommend to the Senate policies and procedures regarding graduate student admissions, degree progression and graduation; graduate student assistantships; graduate student petitions; the library; and graduate continuing education programs.

### **D. Quorum.**

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

## **II. SUBMISSION OF NEW COURSE PROPOSALS AND COURSE CHANGE REQUESTS**

A. New course proposals and change requests will be considered only if they have been properly submitted along with all appropriate documentation (as explained in Section B below). If no one from the College or Department submitting a proposal is present, that proposal may be acted on if no Committee member has a question but should be tabled if questions do arise.

### **B. Submission process for new and change graduate course proposals:**

1. A proper course proposal includes a “form” with fields filled out—especially the course level & number, title, date to be offered, number of credits, grading scheme, catalog description, prerequisites, overlap info, etc. Download the Form at: <http://www.fau.edu/graduate/gpc/index.php> . The proper proposal also includes a “syllabus” that covers objectives, how the student is to be evaluated, textbook information, contact names, phone numbers, addresses, and a bibliography. Syllabus may also include a course outline week by week. Complete proposals—Form and Syllabus—are the only ones considered by the GPC. For certain courses, syllabi are not required. These courses include directed independent study, special topics, dissertation, thesis, i.e., any course with a “9” as the second digit (e.g. 6930, 7978, 7980). Forms and syllabi are required materials for any new course or any change in a current course. See Section C for types of changes that necessitate a form. Terminations require forms, but not syllabi.

2. Overlap must not be arbitrarily decided. Other 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 in the proposal. To assure the Committee that such consultation has taken place, the faculty member proposing the new course must do as follows: 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 included with 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. After dept. chair and college committee chair have signed the form and approved the new or change proposal, the college dean signs the form.
4. After the dean's signature, the college representative should send the form (doesn't have to show all signatures) and the syllabus electronically to [sfulks@fau.edu](mailto:sfulks@fau.edu) to be posted on the Graduate Programs Committee (GPC) website two weeks before the next meeting. Reviewers can then print out or view on screen the proposal online: <http://www.fau.edu/graduate/gpc/index.php> .
5. At the GPC meeting, the hard copy form is signed by the committee chair after review by the committee. All hard copy forms with signatures go to the Graduate College for final signature by the Graduate Dean. Once signed, the hard-copy forms and syllabi go to Registrar's Office for further processing.
6. Once the course proposals have passed through the GPC, they go to the University Faculty Senate (UFS) for its approval. 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. After UFS approval, the Registrar's Office completes the process.
7. 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.
8. Other curriculum changes are handled similarly—the dept. originates the request, the request is posted to the website, the GPC reviews, and the UFS reviews and approves. Should the curriculum change entail a new major, the board of trustees (BoT) reviews and approves. If a new degree program is proposed, not only do all the previous entities review and approve, the Board of Governors is also involved as the final approving agent.

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

1. Go to <http://www.fau.edu/graduate/gpc/index.php> to obtain a course change request form. Fill out the hard copy for signatures and follow the same approval process.
2. Types of changes covered by the form:  
Departments, instructors, colleges do not choose prefixes or course numbers. Course content is the key and only factor. If the content of a current course changes drastically, the prefix and/or course number will change accordingly. If the level of a course is changed, the number may also change depending on the particular discipline affected.

- a. Credit
- b. Pre/Co-requisite
- c. Title
- d. Catalog description
- e. Grading scheme
- f. Multiple (cross) listing
- g. Level

**D. Deletion of a course:** Courses may be deleted from the University Catalog by memorandum from the College Dean to the GPC. A Course Termination form must be filled out. 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. Course proposals/changes referred back to a College or Department for revision, additional information, reconsideration, etc. will be acted upon by the Committee when they are resubmitted. It is the responsibility of the College or Department to monitor the situation and see that resubmission takes place, if appropriate.

F. Tabled course proposals/changes will automatically appear on the next Agenda and all succeeding Agendas until they are either passed, defeated, or referred.

### **III. POLICY AND PROCESSES FOR REVIEW OF NEW DEGREE PROGRAMS, NEW TRACKS, AND SIGNIFICANT CHANGE TO EXISTING DEGREE PROGRAMS**

**(March 18, 1999 Policy Statement) (See Appendix B)**

A. Majors, Degrees, and Programs: Proposals for new degrees, majors, or programs within existing majors and programs, etc. will be presented to the GPC, the UFS and, if approved, forwarded to the Provost for approval and transmittal to the BoT and/or the BoG for planning approval. This approval should be obtained prior to the full planning process taking place. After planning authorization has been granted, the major or degree will be developed, presented to the GPC for final approval, sent to the Provost for approval and transmittal to the BoT for final authorization.

B. Minors, Tracks, Certificate Programs, and Changes to Degree Requirements: Proposals for new minors, tracks, certificate programs, or for changes to degree requirements should be approved by the GPC, the UFS, and the Provost, but do not require approval by the BoT. **(See Appendix C- for Certificate Guidelines)**

C. The Dean of the College submitting a proposal will be notified when that proposal will be considered. Arrangements must be made by the College to have someone attend the GPC meeting who can answer any questions that may arise. Notification of Committee actions are communicated to the Deans of the Colleges by way of the GPC minutes.

D. Variable Content/Variable Credit Courses:

1. Whenever a proposal for a new course to be offered for variable credit is submitted to the GPC, the proposal must be accompanied by an outline of the course content for the minimum number of credits.
2. Every course listed in the Catalog must have an accompanying brief, informative, and accurate description approved by the GPC.
3. These recommendations apply to all classroom, lecture, and laboratory courses other than the usual.

E. SPECIAL TOPICS and INDEPENDENT STUDY 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.

Revised December 2008

## Appendix A

### **POLICY AND PROCESSES FOR REVIEW OF NEW DEGREE PROGRAMS, NEW TRACKS, AND SIGNIFICANT CHANGE TO EXISTING DEGREE PROGRAMS BY THE UNIVERSITY GPC.**

**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; the definition and review of significant changes to existing graduate degree programs or tracks; and 3) the facilitation of innovation in graduate courses and degree programs or tracks. The GPC will forward its recommendations for new programs, tracks, and/or significant changes to existing programs/tracks to the University Faculty Senate (UFS), prior to the UFS Steering Committee meeting. UFS will distribute the recommendations to its members. Any UFS member may request that any program/track recommendation from GPC be put on the agenda for the UFS steering meeting for discussion. If no such requests are made regarding recommended approvals from GPC, the program/track recommendation(s) will automatically be accepted by UFS without discussion.

#### **I. NEW DEGREE PROGRAMS:**

See Appendix B for complete details on how a new degree program is proposed and implemented.

#### **II. NEW TRACKS WITHIN A DEGREE PROGRAM:**

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

- A. Inform the GPC about the program, its initiatives and the development process to be used;
- B. 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
- C. Address the GPC to seek its approval (i.e. action item rather than an information item) of the new track, after the committee has reviewed it.

#### **III. 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.

A. Significant change in an existing degree program/track is defined as including changes in one or more of the following:

- 1) Relationship of program to mission/objectives of College/University
- 2) Core requirements
- 3) Total hours
- 4) 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
- 5) Orientation or emphasis of a program's curriculum.

B. The College/Department will forward the planned changes and rationale, and any appropriate new course proposals and syllabi to GPC for evaluation and approval.

#### **IV. FACILITATION OF INNOVATION:**

The GPC recognizes the signal importance of curriculum and program development to the growth and stature of FAU. Members see a role for GPC in assisting faculty who are developing and changing

curriculum and degree programs or who see an opportunity to do so. Therefore, GPC requests that UFC grant a change in bylaws so that the facilitation of innovation becomes a recognized and accepted role of the committee. Among the efforts encompassed in this function are to:

- A. Hold informal seminars to assist faculty with new course proposals and course changes, to make their work more efficient and effective;
- B. Encourage faculty to generate ideas for new courses, course changes and new degree programs and tracks;
- C. Generate from the faculty ideas for new degree programs, provide a cursory screening of those ideas and recommend compelling new program ideas to the Council of Deans and/or Provost.

**Appendix B**  
**Florida Atlantic University**  
**New Degree Program Approval Process**  
**(April 2004 version)**

1. Section 1001.02(5)(a), Florida Statutes, requires the State Board of Education to adopt a system wide strategic plan for state universities and community colleges to include a clarification of mission statements and an identification of “degree programs to be offered at each university...” This system-wide strategic plan is to be for a period of five years “with modification of the program lists after 2 years.” With the passage of Amendment 11 on November 5, 2002 modifying Article IX, Section 7 of the Florida Constitution to create a Board of Governors to govern the State University System this strategic planning and program master plan development role is shifting to the Board of Governors as regards state universities. Regardless of the governing authority, the first step in the process of developing new academic programs at Florida Atlantic University should be the creation of a five-year Master Program Plan to include all academic degree programs determined to be desirable, feasible, and needed to meet student, employer, and/or societal demand in Southeast Florida during the period of the plan. The plan should be updated annually. Only those programs included on the Master Program Plan approved by the University Provost should be considered for development during the period of the plan.

2. Within the parameters of the Master Program Plan for Florida Atlantic University, the relevant department should initiate development of new academic degree programs. If the proposal is for a doctoral program, the department should engage an external consultant to conduct a comprehensive study. Program development should be formally initiated by completion of the most current version of the Florida Department of Education Division of Colleges and Universities Request to Offer a New Degree Program, and submitted to the appropriate College faculty committee and subsequently to the Dean for review and initial approval.

3. Such requests should be analyzed by the committee and the Dean for consistency with the University and College mission and strategic plan; for assessment of need and demand for the program; for a determination of the capability of the department, College, and University to mount and sustain the program; for assessment of the impact of the proposed program on existing programs; and for a careful and thorough analysis of the resources required for the proposed program, assurances that the program can be mounted in a quality fashion, and that adequate productivity will be achieved in a reasonable time. Upon completion of this review and granting of approval for further consideration, the Dean shall transmit the request to the University Provost, including at least one hard copy and an electronic version.

4. The University Provost will assign the request for review by appropriate internal staff and then by the Dean of the Graduate College if the proposal is a graduate program, and to the Dean of Undergraduate Programs if the proposal is for an undergraduate program, for review of completeness and adequacy. Upon successful completion of this review, the request will be transmitted to the University Faculty Senate.

5. The appropriate committee(s) of the University Faculty Senate will review the request for a new degree program and provide a recommendation to the UFS for action. Upon completion of this review, the request will be returned to the University Provost.

6. The University Provost will provide a final review and, if acceptable, will endorse and transmit the request to the University President for University administrative approval.
7. Approved requests will be transmitted by the President to the University Board of Trustees for final authorization to implement the proposed program.
8. If the proposed program is a doctoral or professional program, the University Board of Trustees will further transmit the proposal to the Florida Board of Education/Board of Governors of the State University System for final approval and authorization, as required.
9. Upon final approval and authorization, the Office of the University Provost will notify all interested parties, including the department and college, graduate/undergraduate dean, university faculty governance, the Registrar, community college relations, and admissions and academic advisors on each campus.

### **New Degree Program Approval Process: Action steps**

#### **Department:**

- Initiate development. If doctoral program engage consultant for comprehensive study
- Complete FLDOE DCU Request to Offer New Degree Program
- Submit to College faculty committee
- Submit to Dean

#### **College/Dean:**

- Assure consistency with mission and strategic plan
- Assess need and demand
- Determine department capability to mount and sustain program
- Assess impact on existing programs
- Assure quality
- Assure adequate levels of productivity (consider costs, enrollment, faculty workload)

#### **Provost's Office:**

- Provide contact point with FLDOE DCU staff
- Review for budgetary and enrollment considerations
- Assign to Graduate Dean or Dean of Undergraduate Studies

#### **Dean of Graduate College or Undergraduate Studies:**

- Assure completeness and adequacy in accordance with DCU standards
- Assure internal consistency and attention to detail
- Support curricular review by UFS committees

#### **University Faculty Senate/Committees:**

- Provide faculty review of curriculum
- Provide recommendation to the University Provost

#### **University Provost:**

- Provide final review
- If approved, transmit to the University President for final transmission to the University Board of Trustees and to the DCU/Board of Governors if a graduate program.

## **Flow Chart of Approval Process**

## **APPENDIX C**

### **Guidelines for Graduate Certificate Programs**

#### **I. General Principle:**

The offering of certificate programs shall not erode the offering of degree programs.

#### **II Specific Guidelines:**

A. 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 to the UFC for information and ratification.

B. Certificate programs may exist at the graduate and post-graduate levels.  
C. Each academic unit offering a certificate program must meet requirements of the appropriate accrediting body and must:

1. 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.
  2. 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.
  3. 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.
  4. Have in place and explain clearly the process for admitting students to certificate programs and monitoring their academic performance.
  5. 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.
  6. 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.
- D. 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.

### III. 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.

**Approved by Graduate Programs Committee December 2008**

## *New Course Proposal (NCP) format for GPC approval*

In addition to the NCP front page, available on the Graduate College webpage, please provide the following information as a basic syllabus (to view a sample syllabus template, scroll down to page 2). Please send electronic copies of the NCP form, syllabus, and any other materials to [sfulks@fau.edu](mailto:sfulks@fau.edu) no less than one week before the GPC meeting:

**1. Course name, number, pre-requisites and co-requisites, if any (also on NCP front page.**

*Course prefix and number to be obtained from registrar consistent with SUS wide numbering system*

**2. Required text and bibliography, along with any extra materials and/or supplementary texts.**

*Provide name of text, edition, year published and publisher.*

*Can include useful web-sites for supplementary material.*

**3. List of course description and instructional objectives.**

*For example, list the things you expect the students to be able to do ... calculate, estimate, explain, design, create ... by the end of the course, or it could be an overall description of the subject matter. This should not be a description of the course.*

**4. Schedule including topics covered**

*Provide an outline of the topics to be covered during the course.*

**5. Method of instruction.**

*If you are going to use something they may not be familiar with such as “active learning” strategies or the Class Performance System (CPS), which requires the students to purchase and register items.*

**6. Assessment procedures including tests, quizzes, and projects.**

*Provide the committee with the method by which grades are determined, e.g., midterm and final exams, quizzes, assignments, participation, etc. Also indicate the percentage of the total grade for each.*

**7. Grading criteria.**

*Provide the committee with a specific grading scale, e.g., 92%-100% = A; 88% - 92% = A-; etc*

**8. University Policy statements.**

*Repeat the university policy on academic irregularities, adding any clarifications as they apply to the specific course. Repeat the university policy with regard to students with disabilities.*

*Here is a simple template you may use to help you set up a syllabus.*

- 1. To insert text, position the cursor in the box and type in the text you want.*
- 2. All items in red with (\*\*) are required and those with (\*) are recommended for GPC purposes.*

**\*\*Course name:**

**\*\*Course number:**

**Section number:**

**\*\*Pre-requisites (if applicable):**

**\*\*Co-requisites (if applicable):**

**Instructor:**

**Office number:**

**Telephone:**

**E-mail:**

**Office hours:**

**Course TA's and hours:**

**Classroom:**

**Course web-site:**

**\*\*Required text:**

**\*\*Bibliography:**

**\*\*Course description and instructional objectives:**

**\*Method of instruction:**

**\*Schedule including topics covered:**

**Schedule for films/videos/in-class discussions:**

**\*\*Assessment procedures and dates and times of tests and quizzes:**

(May use Week 1, Week 2, etc. or Class 1, Class 2, etc.)

**Policy on make-up test and quizzes:**

**Homework, assignments and other out of class activities:**

**\*\*Grading criteria:**

(Provide a specific grading scale e.g. 92%- 100% = A; 87%-91% = A-; etc.)

**Extra credit:**

**The “incomplete” grade:**

**Academic integrity:**

**Classroom etiquette:**

**\*\*University “Students with disabilities” policy:**

**\*\*University “Honor code” statement:**