

Course Change Proposal

Contact Maria Jennings in the Registrar's Office at
561.297.0236 or mjenning@fau.edu
with any questions.

***Preparer provides existing information for all current fields and proposed information for fields to be changed.

UUPC Approval _____
UFS Approval _____
SCNS Submittal _____
Confirmed _____
Banner Posted _____
Catalog _____

Field	Directions	Options
Level	Select the level of the course. Undergraduate (UG) Graduate (G)	UG, G Drop down menu Select one
Effective Semester (Term and Year)	Select term and year that the course changes will take effect.	Fall, Spring, Summer 2025-2099
Proposing College(s)	Select all that apply	Drop down menu with -all colleges -Undergraduate Studies -other
Proposing Academic Unit	Select all that apply	Drop down menu with all academic units with choices based on college selected above

		Include other	
Justification for Change, Program Impact, and Student Impact	Explain why the course change is necessary. Be sure to include how it will impact academic program(s) and students.	Text Field	
Catalog Entry	Provide current catalog entry with track changes documenting proposed revisions.	File upload or text field	
Field	Directions	Current***	Proposed***
Course Prefix	Contact coursenumbers@fau.edu for new course prefix and number	Text Field	Text Field
Course Number	Contact coursenumbers@fau.edu for new course prefix and number	Text Field	Text Field
Number of Credits	Enter the number of credits for the course. If course is offered as variable credit, enter the range of credits.	Text Field	Text Field

Course Title	Enter the title of the course.	Text Field	Text Field
Format	Select the format that best describes this course.	Create Drop Down Menu – select only one option <ul style="list-style-type: none"> ○ Independent Study ○ Dissertation ○ Internship ○ Lab ○ Lecture ○ Lecture and Lab Combined ○ Masters Thesis ○ Performance ○ Private Lesson ○ Research ○ Special Topics ○ Studio ○ Supervised Teacher Education 	Create Drop Down Menu – select only one option <ul style="list-style-type: none"> ○ Lecture ○ Lab ○ Lecture and Lab Combined ○ Independent Study ○ Dissertation ○ Internship ○ Combined ○ Masters Thesis ○ Performance ○ Private Lesson ○ Research ○ Special Topics ○ Studio Supervised Teacher Education
Grading	Select the course grading system.	Drop Down Menu – select only one option Standard Grading Satisfactory or Unsatisfactory	Drop Down Menu – select only one option Standard Grading Satisfactory or Unsatisfactory

Prerequisites	<p>Include all course(s) (course prefix, course number, and minimum grade) students must complete prior to registering for course. If not specified, default grade required is as follows:</p> <p>Default for UG is D- Default for GR is C</p>	<p>Text Fields</p> <p>Course Prefix Course Number Minimum Grade</p>	<p>Text Fields</p> <p>Course Prefix Course Number Minimum Grade</p>
Corequisites	<p>Course(s) (Course Prefix and Course Number) students must take concurrently with course.</p> <p>A course listed as prerequisite and corequisite requires student to take before or concurrently.</p>	<p>Text Fields</p> <p>Course Prefix Course Number Minimum Grade</p>	<p>Text Fields</p> <p>Course Prefix Course Number Minimum Grade</p>
Registration Controls	<p>Include any academic accomplishments (e.g., level, major, etc.) that student must achieve to register for the course.</p>	<p>Text field</p>	<p>Text field</p>

Programs/Departments potentially affected	<p>List programs/departments likely to be affected by this proposal</p> <p>Notify these programs/departments of this proposal and request their support.</p> <p>Upload responses from programs/departments in your submission.</p>	Text box and File Uploads	Text box and File Uploads
Academic Service Learning (ASL)	<p>Indicate if course will have an Academic Service Learning designation.</p> <p>Additional approvals are necessary for Academic Service Learning courses.</p> <p>For more information visit: https://www.fau.edu/community/faculty/academic-service-learning.php </p> <p>.</p>	Include yes, no check box	Include yes, no check box

<u>Honors</u>	<p>Indicate if course will have an Honors designation.</p> <p>Additional approvals are necessary for Honors courses.</p> <p>For more information visit:</p> <p>https://www.fau.edu/honorsinthemajor/</p>	Include yes, no check box.	Include yes, no check box.
<u>Research Intensive (RI)</u>	<p>Indicate if course will have a Research Intensive designation.</p> <p>Additional approvals are necessary for Research Intensive courses.</p> <p>For more information visit:</p>	Include yes, no check boxes for each.	Include yes, no check boxes for each.

	https://www.fau.edu/our/urcc/		
Writing Across the Curriculum / Gordon Rule	<p>Indicate if course will have a Writing Across the Curriculum/Gordon Rule designation.</p> <p>Additional approvals are necessary for Research Intensive courses.</p> <p>For more information visit:</p> <p> https://www.fau.edu/wac/ </p> <p> https://www.fau.edu/wac/designing/ </p>	<p>Include yes, no check box</p>	<p>Include yes, no check box</p>

<u>General Education</u>	<p>Indicate if course will be classified as a General Education Course.</p> <p>Additional approvals are necessary for General Education courses.</p> <p>For more information visit:</p> <p>https://www.fau.edu/ugstudies/</p>	<p>Include yes, no check box.</p> <p>If yes, select area drop down box – select one</p> <ul style="list-style-type: none"> • Communication • Mathematics • Social sciences • Humanities • Natural Sciences 	<p>Include yes, no check box.</p> <p>If yes, select area drop down box – select one</p> <ul style="list-style-type: none"> • Communication • Mathematics • Social sciences • Humanities • Natural Sciences
<p>Syllabus Content</p> <ul style="list-style-type: none"> • Course Objectives/Student Learning Outcomes • Required Texts/Materials • Course Topical Outline • Course Assignment Table • Course Evaluation Method 	<p>Provide the requested information from the syllabus. Begin with the current content and use track changes to document proposed revisions.</p> <p>A complete syllabus is not required.</p>	<p>File upload</p>	

Additional Information	Provide any relevant information not provided above.	Text Field
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Approvals: field for name, email, and signature for each

Principal Faculty

Department Head

College Curriculum Chair

College Dean

UUPC Chair or Graduate Programs Committee Chair & Graduate Council Chair

Undergraduate Studies Dean or Graduate College Dean

UFS President

Provost