

# Graduate Policies for Curricular Changes for Submitting Program, Track, Certificate or Course Additions, Deletions, or Revisions to the Graduate Council

## I. Overview

It is the responsibility of the Graduate Council Curriculum Committee to review and recommend proposals for the modification and deletion of degree programs, tracks, and certificate programs and all associated course changes. It is the responsibility of the Graduate Council Program Review and Awards Committee to review and recommend proposals for the creation of new degree programs.

The committee reviews and makes recommendations concerning the following:

- Proposals for changes to degree programs, tracks, certificates, or courses. Changes that involve deletions, length, hours, core requirements, substantial changes to electives, areas of specialization, courses, and online delivery must be considered by the Graduate Council. Proposals that involve minor changes to electives do not have to come through the Graduate Council.
- Proposals for deletions of degree programs, tracks, certificates, or courses.
- Additions of new tracks, certificates or courses.

It is the intent of the Graduate Council and the Graduate College to encourage the development of new programs, new delivery methods (distributed learning, online, off-campus, certificate, interdisciplinary, accelerated, etc.), and new scheduling to improve access to graduate education for those who desire it. This document clarifies the process for development and approval of programs, tracks, modules, and certificate programs.

## II. SACSCOC Substantive Change Reporting

The University of Central Florida maintains compliance with the Southern Association of Colleges and Schools Commission on Colleges of the (SACSCOC) policy, *Substantive Change for Accredited Institutions of the Commission on Colleges*, through the appropriate and timely reporting on areas of substantive change. Substantive Change is defined as a significant modification or expansion of the nature and scope of an accredited institution as defined by SACSCOC. Substantive changes include actions reviewed by the undergraduate and graduate curriculum committees. These include but are not limited to:

- significantly changing the length of a program
- initiating a degree completion program
- changing from clock hours to credit hours
- substantially altering the number of hours for successful completion of a program
- initiating courses or programs at a different credential level
- expanding programs at the current credential level

initiating or expanding off-campus sites or distance learning programs  
relocating an off-campus site, a main campus, or a branch campus  
initiating programs or courses offered through contractual agreement or consortium  
closing a program

At the time such changes are considered, the Undergraduate Program Curriculum Committee and Graduate Council are responsible for bringing the proposed actions to the attention of the dean of undergraduate or graduate studies, as appropriate. The undergraduate and graduate deans are responsible for notifying the UCF SACSCOC liaison in the Office of the Provost and Vice President about potential substantive changes. Certain changes require approval by SACSCOC prior to implementation and can also require a SACSCOC on-site committee visit. Thus, it is important that the internal reporting deadlines denoted in the UCF *Substantive Change Procedures* matrix be met (usually requires internal notification to UCF SACSCOC liaison 9-12 months in advance of implementation). The UCF SACSCOC liaison will review each proposal to determine if it constitutes a substantive change that needs to go through the notification and/or approval process for SACSCOC.

**For additional information see:**

UCF policy 4-505 *Reporting of Substantive Change*

[http://policies.ucf.edu/documents/4-](http://policies.ucf.edu/documents/4-505.1%20Reporting%20of%20Substantive%20Change%208.2015%20Final.pdf)

[505.1%20Reporting%20of%20Substantive%20Change%208.2015%20Final.pdf](http://policies.ucf.edu/documents/4-505.1%20Reporting%20of%20Substantive%20Change%208.2015%20Final.pdf)

*UCF Substantive Change Procedures* matrix

<http://afia.ucf.edu/accreditation/substantive-change/>

SACS-COC *Substantive Change for Accredited Institutions of the Commission on Colleges*

<http://sacscoc.org/SubstantiveChange.asp>

### **III. New Degree Program Authorization Resources**

Authorization of a new degree program is a two-step process that begins with the faculty and ends with approval by the University Board of Trustees (BOT) or the Board of Governors (BOG). Details of the process are located on the Academic, Faculty, and International Affairs (AFIA) website in the UCF Procedures for New Academic Degree Program Authorization file. To begin with, a pre-proposal form needs to be completed and approved, and added to the UCF Work Plan. The procedures and the pre-proposal form are located at: <http://afia.ucf.edu/new-academic-degree-programs/>

**Market Tuition Rate Programs** - A request to establish a market tuition rate program, track, or certificate requires an additional step and appropriate approvals. Contact the College of Graduate Studies to obtain information on the process, the timeline, and the appropriate forms to be completed.

### **IV. Consultation among units**

### **Prior consultation**

Prior consultation with affected departments in other colleges should take place whenever proposals for programs, tracks, modules, certificate programs, or white papers are proposed that overlap with disciplines in other departments, schools, or colleges. It is not the responsibility of the committee, the Graduate Council, or the Graduate College, to identify programs that may have these concerns and to negotiate them.

In order to receive approval for proposals for programs, tracks, modules, and certificate programs, the description must include appropriate modifiers to reflect the discipline viewpoint of the department offering the program, track, module, or certificate program.

### **Possible overlaps**

If a program, track, module, or graduate certificate content has some overlap, the intent is that each college will develop its own program, track, module, or certificate from a disciplinary perspective and agree to facilitate and work with others to allow them to do the same. These overlaps need to be identified early and resolved at the program level. If overlap issues cannot be worked out at the program level, then the discussion needs to involve the graduate coordinators of the colleges involved. If issues cannot be resolved at the college level, then the Graduate Council Curriculum Committee will make an appropriate recommendation to the vice provost and dean of the Graduate College.

Units should not hold up the actions of others by refusing to meet, negotiate, or otherwise delaying evaluation. It is the intent of the committee and the Graduate College to encourage without delay the development of new programs, tracks, modules, certificate programs, and joint degrees. Units that profess concern about an action and delay the evaluation of that action will have to explain the delay to the committee or the Graduate Council will deal with the request without the unit's input. Ordinarily, two weeks are allowed for consultation and evaluation if concerns are expressed.

### **V. New program development**

Once the New Academic Degree Program Authorization pre-proposal has been developed and included in the UCF Work Plan, a faculty committee may start developing the proposal in early consultation with the Graduate College. A request to establish a market tuition rate program, track, or certificate requires an additional step and appropriate approvals. The Graduate College will help establish a timeline for submittal and assignments for completion of the proposal. A Program Recommendation Form (PRF) and the BOT new degree proposal form should be completed for each new program request. The proposal uses the format provided to us by the state which is entitled *Florida Board of Governors Request to Offer a New Degree Program* (November 23, 2011). The New Degree Proposal Worksheets and the PRF may be found in the forms section at: <http://www.graduatecouncil.ucf.edu/Curriculum/Forms.aspx>

The Graduate Council Program Review and Awards Committee reviews the proposals for new programs and faculty vitae using criteria provided by the Florida Board of Governors and makes recommendations to the vice provost and dean of the College of Graduate Studies as to the adoption of a new program.

The committee members complete the BOG Criteria Worksheet which is located on the Graduate Council Website at: <http://www.graduatecouncil.ucf.edu/Curriculum/Forms.aspx>  
The proposal authors are invited to the presentation of the proposal. The committee requires two weeks' notice to review a proposal and the review will not be scheduled until the proposal has been delivered to committee members.

After Graduate Council recommendation, the BOT approves bachelor's and master's programs at its March and July meetings and recommends doctoral programs to the Florida Board of Governors for approval. The BOT will be provided with the proposal summary and Criteria for New Degree Authorization.

Market Tuition Rate Program proposals (including tracks and certificates) are approved by the BOT/FFC Committee at their August meeting. The proposal will then be approved by the BOT in September and the BOG in November.

### **New interdisciplinary program development**

Interdisciplinary programs are encouraged. Joint or other appointments should be considered in the process of program development. Groups interested in proposing interdisciplinary programs are encouraged to contact the vice provost and dean of the Graduate College early in the preparation process to discuss policies and procedures.

The process for approval of interdisciplinary programs is basically the same as for approval of single discipline programs with the exception that a Memorandum of Understanding is generally developed among all involved parties to address understandings about program support and administration. The memorandum is signed by the dean(s) of the college(s) and the directors of applicable centers or institutes. Decisions about who is included in these agreements are made as the proposal is being developed and before the memorandum is prepared. The Graduate College assists with the preparation of this memorandum which normally covers the parties included in the proposal, the sharing of courses, faculty, costs for the program, and administration of the program. The provost has ultimate authority to approve these memoranda.

### **Approvers**

Approvals for new programs are required from appropriate department faculty committee(s), department chair(s), all college graduate committee(s), all dean(s), centers or institutes involved in the program, Graduate Council Program Review and Awards Committee, vice

provost and dean of the Graduate College, provost, BOT for bachelor's, master's, doctoral programs, and the Florida Board of Governors for doctoral programs.

## **VI. Revisions, additions, deletions to tracks and certificate programs and revisions and deletions of degree programs**

These actions require Graduate Council Curriculum Committee approval. In preparing the proposal, please use the template for the PRF found at: <http://www.graduatecouncil.ucf.edu/Curriculum/Forms.aspx> Any change to a graduate program that includes adding or revising courses or hours of required core courses, significant changes to the electives, added areas of specialization, or revisions to graduate courses taught outside the program should be considered by the Graduate Council.

### **Approvers**

Approvals for revisions and deletions of existing tracks and certificate programs and revisions of existing degree programs are required from the appropriate chair, dean, Graduate Council Curriculum Committee, vice provost and dean of the Graduate College, and provost (for tracks, certificates and graduate degree programs).

Approvals for inactivations of existing programs are required from the appropriate chair, dean, Graduate Council Curriculum Committee, vice provost and dean of the Graduate College, provost (for tracks, certificates and graduate degree programs), the BOT (for master's and doctoral degree programs), and the Florida Board of Governors (for doctoral degree programs).

## **VII. Course Action and Special Topics Requests Style Guide**

### **Course action requests for additions, revisions, or deletions**

#### **Approved Graduate Faculty/Scholar:**

The name of the instructor listed must be qualified to teach the course. This person should be also listed in the Graduate Faculty section of the graduate catalog as a member of the graduate faculty.

#### **Course prefix and number:**

All requests for new courses must use the course prefix and the course level with "XXX" such as PSY 5XXX, PSY 6XXX, or PSY 7XXX. The course prefix is not "owned" by a department or college; it corresponds to the discipline, and can be used by different departments/colleges. A list of course prefixes is included in the Graduate Catalog. Note: Course numbers are assigned by Tallahassee. Even if a course had a number in use by another SUS institution or had a number at one time at UCF, it should not be used on the Course Action Request form.

**For revisions:**

Course Prefix: Use course prefix and number assigned to the course listed in the Graduate Catalog.

Proposed revision: Indicate new prefix (if needed) and/or new course level (5XXX, 6XXX) if a level change is requested.

**Course title:**

The title should be clear and correspond closely to the course content and description. If words like "Introduction" or "Advanced" are used, be sure that these modifiers correspond to the course level and content, as well as to current courses that are offered. There are times that the course numbers assigned to courses in a sequence such as "Psychological Research Methods I," "Psychological Research Methods II," and "Psychological Research Methods III," will not be assigned sequential numbers.

**For revisions:**

If the course title is being changed, the database will automatically highlight the new course title once it has been entered. Consult catalog or course database for current title.

**Credit hours:**

Most courses are three credit hours and are designated: 3(3, 0) on the CAR. Be sure to indicate hours of credit, and contact hours, which include hours in class and hours of laboratory or field work, if that is applicable. Example: ECI 5215C, 3(2, 3) carries 3 hours of credit, but requires 5 contact hours which consist of 2 hours in class and 3 hours laboratory or field work.

**For revisions:**

Current: indicate credit hours currently listed.

Proposed revision: indicate credit hours requested.

**30-Character abbreviation:**

This abbreviation should correspond to the course title and cannot exceed 30 characters including spaces. Remember: this abbreviation (printed all in capital letters) will identify the course in the course schedule, in student records listings, and on the student's transcript. It should clearly represent and describe the course in question.

**Course description:**

There is a 25-word limit to the course description so aim for clarity and concision. Avoid beginning the description with unnecessary words like, "This course examines research issues," "This course is designed to provide," "This course is a..." Instead eliminate redundancy by writing: "An examination of research issues . . .," "Designed to provide students with," . . . or "Provides students with . . .," "A critical analysis of educational research designs."

**For revisions:**

Once the revisions are entered in the course database, the database will mark changes automatically using track changes.

**Indicate yes or no for:**

Will lab fees be charged? If yes, a Materials and Supplies Fee Request Form will need to be completed. Materials and supplies fees are reviewed for approval once a year in November. This form can be found at:

<http://www.graduatecouncil.ucf.edu/Curriculum/Forms.aspx>

**Repeatable courses:**

May the course be repeated for credit? Indicate Yes or No. Indicate how many times the course can be used in the degree program.

**Repeat within same semester:**

Indicate Yes or No.

**Course prerequisites (PR) and/or corequisites (CR):**

Include any prerequisite and/or corequisite course(s) that are required for enrollment in the course. Be clear and use “and” and/or “or” rather than separating courses with commas, which can be misinterpreted. Even if there are no specific PR or CR courses, graduate level courses at the 5000 – 6000 level should have a PR of “graduate standing” and/or “C.I.” and/or “admission to X graduate program.” Courses at the 7000-level are for Doctoral students only, and may include “Admission to the X Doctoral program” or “Doctoral standing.” Flexibility can be indicated by the addition of “C.I.” (“consent of instructor” to the PR/CR); “C.I.” can also be used to indicate that consent of instructor is required for registration.

**For Revisions:**

Once the changes are entered in the Course database, the database will mark changes that are entered. Consult catalog or course database for current PR and CR.

**Will the course be graded S/U?**

Indicate Yes or No on the form. If a program decides to change this decision, a CAR for the revision must be submitted for approval. Please refer to the General Graduate Policies > Course Category Definitions section of the Graduate Catalog for a list of the types of courses that have been approved for s/u grading:

[http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Course Category Definitions](http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Course_Category_Definitions)

**Split-level class:**

If offering a split-level class, complete this section. A Split-Level Class Action Request form must also be completed. This form is located at:

<http://www.graduatecouncil.ucf.edu/Curriculum/Forms.aspx> If the course has already been approved for individual delivery and will now be offered as a split-level class, the committee will need to approve the syllabus and the Split-Level Class Action Request form.

NOTE: Both the graduate and the undergraduate split-level class syllabi must be approved through the established university process for approving courses so that there are two separate and complete syllabi for each course. The graduate syllabus should clearly demonstrate more advanced subject matter, expectations, and rigor. Attach both undergraduate and graduate syllabi to the form.

**Term of Offering:**

Check all boxes that apply.

**Intended Utilization of Course:**

Indicate if the course will be a required or an elective course.

**Justification for Course Addition or Course Revision:**

Complete this section for a course addition or revision.

**Discussions with other programs/colleges regarding possible course duplication or conflict:**

Programs/colleges are required to contact programs/colleges who have courses and program offerings in similar content areas. It is best for program representatives to discuss concerns about course conflict and overlap directly and as early in the course development approval process as possible. Programs/colleges with such concerns may request that a course request be tabled. The Graduate College will help to facilitate such meetings when necessary, and course requests may be tabled to give parties a reasonable amount of time to resolve differences.

**Justification for course deletion:**

Complete this section for a course deletion. Indicate whether departments/programs, whose students need this course as a prerequisite or required course, have been notified in writing.

**Approval signatures and dates:**

Request forms must have all necessary program and college approval signatures before they are submitted (with attached syllabus) to the Graduate College.

**Course syllabus:**



A complete course syllabus must be attached electronically to the course database and to the CAR for all **new** courses and course **revisions**. No syllabus required for a course deletion.

### **UC2 course database**

A college staff member should input course information, including college approvals and dates, along with a syllabus to the course database. The Graduate College will record the action taken at the university level. The course database is useful in tracking progress of a course request and checking if a number has been assigned by Tallahassee.

### **Special topics requests:**

#### **Approved Graduate Faculty/Scholar:**

The name of the instructor listed must be qualified to teach the course. This person should be also listed in the Graduate Faculty section of the graduate catalog. Instructors should be members of the graduate faculty.

#### **Term offered:**

Indicate the semester and year that course is to be offered/open for registration.

#### **Course prefix and number:**

After the course prefix, Special Topics requests must use the generic number for the appropriate course level. Example: PSY 5937, PSY 6938, PSY 7939.

#### **Course title:**

Begin the title for Special Topics courses with "ST:." The title should be clear and correspond closely to the course content and description. If words like "Introduction" or "Advanced" are used, be sure that these modifiers correspond to the course level and content, as well as to current courses that are offered.

#### **Credit hours:**

Most courses are three credit hours and are designated: 3(3, 0) on the ST. Be sure to indicate hours of credit, and contact hours, which include hours in class and hours of laboratory or field work if that is applicable. Example: ECI 5215C, 3(2,3) carries 3 hours of credit, but requires 5 contact hours which consist of 2 hours in class and 3 hours laboratory or field work.

#### **30-Character abbreviation:**

All special topics course title abbreviations begin with "ST:" so you only have 27 characters to work with. This abbreviation should correspond to the course title and cannot exceed 30 characters including spaces (including ST). Note: this abbreviation (printed all in capital

letters) will identify the course in the course schedule, in student records listings, and on the student's transcript. It should clearly indicate and describe the course in question.

**Course description:**

There is a 25-word limit to the course description so aim for clarity and concision. Avoid beginning the description with unnecessary words like, "This course examines research issues," "this course is designed to provide," "this course is a . . ." Instead eliminate redundancy by writing: "An examination of research issues . . .," "designed to provide students with . . .," or "Provides students with . . .," or "A critical analysis of educational research designs."

**Repeatable courses:**

Check this box if the course may be repeated for credit. Indicate how many times the course can be used in the degree program.

**Will the course be graded S/U?**

Indicate yes or no on the form. If a program decides to change this decision, a CAR for the revision must be submitted for approval. Please refer to the General Graduate Policies > Course Category Definitions section of the Graduate Catalog for a list of the types of courses that have been approved for s/u grading:

[http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Course\\_Category\\_Definitions](http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700#Course_Category_Definitions)

**Course prerequisites (PR) and/or corequisites (CR):**

Include any prerequisite and/or corequisite course(s) that are required for enrollment in the course. Be clear and use "and" and/or "or" rather than separating courses with commas, which can be misinterpreted. Even if there are no specific PR or CR courses, graduate level courses at the 5000 – 6000 level should have a PR of "graduate standing" and/or "C.I." and/or "admission to X graduate program." Courses at the 7000-level are for Doctoral students only and may include "Admission to the X Doctoral program" or "Doctoral standing." Flexibility can be indicated by the addition of "C.I." ("consent of instructor" to the PR/CR); "C.I." can also be used to indicate that consent of instructor is required for registration.

**Justification**

Complete this section for all requests.

**Discussions with other programs/colleges regarding possible course duplication or conflict:**

Programs/colleges are required to contact programs/colleges who have courses and program offerings in similar content areas. It is best for program representatives to discuss concerns about course conflict and overlap directly and as early in the course development

approval process as possible. Programs/colleges with such concerns may request that a course request be tabled. The Graduate College will help to facilitate such meetings when necessary, and course requests may be tabled to give parties a reasonable amount of time to resolve differences.

**Approval signatures and dates:**

Request forms must have all necessary program and college approval signatures before they are submitted (with attached syllabus) to the Graduate College.

**Course syllabus:**

A complete course syllabus must be attached to the ST and also attached electronically to the course database.