

UNDERGRADUATE CURRICULUM COMMITTEE

POLICIES AND PROCEDURES

The Undergraduate Curriculum Committee (UGCC) is responsible for recommending to the provost the addition or deletion of existing undergraduate curricula and specific changes within curricula. It shall have one voting member from each academic unit that offers undergraduate courses and one voting member from the library faculty. Voting members should have had extensive university-level academic experience. The voting member will be elected by the unit's faculty and approved by the provost. The academic deans are ex-officio, non-voting members.

Issues that are determined by a vote of UGCC members include those that are initiated through one of the following forms:

These forms should be submitted to the UGCC chair at least one week prior to a scheduled meeting. The forms indicate which catalog year the change is to take place. It is important to note that the changes will be reflected the *following year* in the printed catalog, although information entered in BANNER will allow registration according to the approved changes.

• ***Adding a New Course to the Curriculum***

When a department determines the need for a new course to be added to the curriculum, this form is initiated and follows the prescribed path through various approvals. The originator uses the online *Adding a New Course to the Curriculum* form (online at www.fit.edu/registrar/forms.html) collaborating with the director of catalog information to produce course description copy that is consistent in terms of length, punctuation, capitalization and language. The course number assignment is made after a check of BANNER determines which course numbers are available. A number is not available if it has ever been assigned to a course, even if that course has been end-dated in the system. The originator then submits the form and associated documentation (justification and syllabus) to the department head and dean for approval.

Once the department head and dean approve the course, the form and associated documentation are sent to the UGCC for discussion/vote. The associated documentation must include the course description, proposed text(s), topics to be covered with associated time per topic, and the grading basis (e.g. exams, quizzes, homework, papers) with percentages. It is recognized that the details of the proposed course may change with each instructor. After approvals, the UGCC forwards the completed paperwork to the registrar for inclusion in BANNER and the printed *University Catalog*.

Note: After approval, departments need to submit a master schedule form (MSF) to the Office of the Registrar in order for the course to be included in the Schedule of Classes.

• ***Changing Restrictions/Credits in a Course***

For changes in co/prerequisites or credits to existing courses, the originator uses the online *Changing Restrictions/Credits in a Course* form (online at www.fit.edu/registrar/forms.html).

Once the department head and dean approve the changes, the form and associated documentation (justification) are sent to the UGCC for discussion/vote. After approval, the UGCC forwards the completed paperwork to the registrar for inclusion in BANNER and the printed *University Catalog*.

• ***Adding a New Major or Minor Code to the Curriculum***

This form is used to add a new program or option to the curriculum.

The originator uses the online *Adding a New Major or Minor to the Curriculum* form (online at www.fit.edu/registrar/forms.html) and submits the form and associated documentation (justification and program plan) to the department head and dean for approval. The addition of new major degree programs must be approved by the provost (using this form) before being voted on and approved by the UGCC; this approval is not required for new minor degree programs.

The department next submits the paperwork to the UGCC for discussion/vote.

After approval, the UGCC forwards the completed paperwork to the registrar for inclusion in BANNER and the printed *University Catalog*. The associate registrar assigns the new major/minor code and informs the originator and other interested parties of that number.

• ***Changing Graduation Requirements in a Major (or Minor)***

This form is used to alter the courses and/or number of credits to be applied to a degree program including changing the number of free, technical or restricted electives.

The originator uses the online *Changing Graduation Requirements in a Major* form (online at www.fit.edu/registrar/forms.html) and submits the form and associated documentation (justification and program plan) to the department head and dean for approval.

Once the department head and dean approve the change, the form and associated documentation are sent to the UGCC for discussion/vote. After approval, the UGCC forwards the completed paperwork to the registrar for inclusion in BANNER and the printed *University Catalog*.

Other issues that should be brought before the UGCC for discussion because of interdepartmental impact include the following:

Developing institutional standards regarding the undergraduate curriculum.

Resolving SACS/ABET accreditation issues as appropriate to the undergraduate curriculum.

Approving credit for external examinations such as College Board Advanced Placement, International Baccalaureate, CLEP, GCE A-levels.

Approved by the UGCC on 4/24/09.

Updated 8/29/09