MEMORANDUM

To: Undergraduate Curriculum Committee
From: Richard L. Turner, Assoc. Prof. Biological Sciences
Through: Richard B. Aronson, Head, Biological Sciences
Through: Hamid K. Rassoul, Dean, College of Science
Subject: Changing Restrictions in a Course, BIO-4904
Date: 10 September 2014

Several summer field courses in biological sciences require a fee in addition to tuition to cover a variety of travel expenses. The fee is not an academic restriction, and a statement regarding imposition of a fee is inappropriate for a course description. BIO-4904 is the only undergraduate summer field course in biology that includes a statement “A field fee is required.” Other courses that have additional fees (e.g., BUS-5480, PED-1080, PED-1081) do not include comparable statements in their course descriptions.

Removal of the statement “A field fee is required” is requested for good housekeeping.
Florida Institute of Technology

CHANGING RESTRICTIONS OR CREDITS IN A COURSE

The addition or removal of any restriction or change in credit hours in a course requires that this form, accompanied by any supporting documentation, be completed and approved as indicated below.

COLLEGE of Science DEPARTMENT of Biological Sciences

REQUEST IS FOR CHANGE IN COURSE B1O 4904 Field Biology and Evolution of the Galapagos Islands

Prefix Number Course Title

TO BE INCLUDED IN 2015 16 CATALOG AND EFFECTIVE IN THE BANNER SYSTEM FOR Summer 2015 TERM

Effective term must be a future term for which registration has not begun. Catalog year will be the next printed edition. Earlier terms/years will not be processed.

IS REQUEST FOR A CHANGE IN CREDITS FOR COURSE LISTED ABOVE? ☐ Yes ☑ No If yes, current credits ______________ requested credits ______________

IS REQUEST TO CHANGE RESTRICTIONS FOR COURSE LISTED ABOVE? ☑ Yes ☐ No If yes, please check all that apply:

☐ Add ☐ Remove ☐ Prerequisite ☐ Corequisite Prefix Number ☐ and ☐ or

☐ Add ☐ Remove ☐ Prerequisite ☐ Corequisite Prefix Number ☐ and ☐ or

☐ Add ☐ Remove ☐ Prerequisite ☐ Corequisite Prefix Number ☐ and ☐ or

☐ Add ☐ Remove ☑ Other Restrictions* ☑ Yes ☐ No If yes, please list below:

*Other restrictions may include changing the grades applied to the course (D/F, S/U, A-E, CEU), majors or class levels restricted from registration, or other restrictions.

"A field fee is required."

APPROVALS: Once appropriate department approvals are completed, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for signatures below and forward to Catalog Director.

1) [Signature] 9/10/14
   Originator

2) [Signature] 9/10/14
   Department Head/Program Chair

3) [Signature] 9/10/14
   Dean or Associate Dean

4) [Signature] [Date]
   Chair, Graduate Council

OR

4) [Signature] [Date]
   Chair, Undergraduate Curriculum Committee

CATALOG DIRECTOR'S USE ONLY

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