UNDERGRADUATE CURRICULUM COMMITTEE
POLICIES AND PROCEDURES

The Undergraduate Curriculum Committee (UGCC) is responsible for recommending to the Executive Vice President/Chief Operating Officer (EVP/COO) Chief Academic Officer (CAO) 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 EVP/COO CAO. 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 earliest that changes will be reflected is in the next edition of the University Catalog for which the revision deadline has not passed. Except with special approval from the EVP/COO CAO, curricula changes cannot be implemented until they appear in the current academic year catalog.

- **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 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 *University Catalog*.

• *Requesting an Online Course to Have the Same Number as an On-Campus Course*

In order for an online course to have the same course prefix and number as an on-campus course, the *Request for Undergraduate Course to Have the Same Number On-Campus and Online* form (online at www.fit.edu/registrar/forms.html) must be completed and signed by the requesting academic unit’s head and dean, indicating to the UGCC that the two courses have the same content and academic standards and that the academic unit will observe the same level of oversight. A course not meeting this condition must have a different course prefix and/or number and be clearly designated as an online course only. Being informational only, the UGCC does not vote on this action, but the form does require the signature of the UGCC Chair to indicate that the UGCC has been informed.

• *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 EVP/COO CAO (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. To receive UGCC approval, all courses within the program must already be part of the curriculum or have been approved as new courses by the UGCC.

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

Online programs, just like on-campus programs, will be considered by the UGCC only after all the courses in that program are approved by the UGCC. If a proposed online program includes courses that will have the same prefix and number as on-campus courses, those courses must be approved as equivalent prior to the UGCC approving the new online program. (See *Requesting an Online Course to Have the Same Number as an On-Campus Course* above.)
**Changing Graduation Requirements in a Major/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/Minor* 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 *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 11/21/14 8/26/16