

FLORIDA GULF COAST UNIVERSITY

CURRICULUM DEVELOPMENT GUIDELINES

I. INTRODUCTION

These guidelines refer to and are consistent with the following Florida Board of Governors (BOG) regulations:

- A. BOG Regulation 2.002 University Work Plans and Annual Reports
- B. BOG Regulation 6.002 Admission of Undergraduate First-Time-in-College, Degree Seeking Freshmen
- C. BOG Regulation 6.004 Admission of Undergraduate, Degree-Seeking Transfer Students
- D. BOG Regulation 6.016 Summer Session Enrollment
- E. BOG Regulation 6.017 Criteria for Awarding a Baccalaureate Degree
- F. BOG Regulation 8.002 Continuing Education
- G. BOG Regulation 8.004 Academic Program Coordination
- H. BOG Regulation 8.005 General Education Core Course Options
- I. BOG Regulation 8.010 Common Prerequisites
- J. BOG Regulation 8.011 Authorization of New Academic Degree Programs and Other Curricular Offerings
- K. BOG Regulation 8.013 Limited Access
- L. BOG Regulation 8.014 Bachelor's Degree Exceptions to 120 Credit Hours Requirement

These guidelines expand upon Florida Gulf Coast University (FGCU) Board of Trustees (BOT) Policy 2.006 Academic Program Authorization and FGCU Policy 2.013 Credit Hour Policy.

II. DEFINITION OF TERMS

- A. *Academic Certificate*: An organized curriculum of college credit courses offered as a distinct area of study that leads to specific educational or occupational goals, and for which the University awards a certificate or similar form of recognition upon completion. Academic certificates are at the post-baccalaureate or higher level.
- B. *Concentration*: An organized curriculum that is offered as part of an individual student's degree program and enhances or complements the degree to be awarded in a manner that leads to specific educational or occupational goals. Credit hours must not equal or exceed the number of credit hours established for a program major at the same degree level. Concentrations are not assigned Classification of Instructional Programs (CIP) Codes and are not included in the State University System (SUS) Academic Degree Program Inventory.
- C. *Credit Hour*: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:
1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or
 2. At least an equivalent amount of work as outlined in item "1." above for other academic activities including laboratory work, internships, practica, field work, studio work, and other academic work leading to the award of credit hours.
- D. *Degree Program*: An organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a CIP Code by the National Center for Educational Statistics or as demonstrated by the existence of similar degree programs at other colleges and universities. An argument may also be made for a truly unique degree program, based upon emerging research trends or occupational demand. Each degree program shall have designated faculty effort and instructional resources and shall be assigned a CIP Code and included in the SUS Academic Degree Program Inventory. Each degree program shall include at least one program major, but may have multiple majors.
- E. *Minor*: An organized curriculum that is offered as part of an individual student's degree program and enhances or complements the degree to be awarded in a manner that leads to specific educational or occupational goals. Minors are not assigned Classification of Instructional Programs (CIP) Codes and are not included in the State University System (SUS) Academic Degree Program Inventory.
- F. *Professional Certificate*: An organized curriculum of study that is offered for non-college credit (as measured through clock hours, continuing education units, competency exams, etc.), that leads to specific educational or occupational goals and

for which the University awards a certificate or similar form of recognition upon completion. Completion of a professional certificate is not included on an official or unofficial academic transcript, and participants are not issued a University diploma

- G. *Program Major*: An organized curriculum offered as part or all of an existing or proposed degree program. A program major shall be reasonably associated with the degree program under which it is offered and shall share common core courses with any other majors within the same degree program. Although in some cases the major and the degree program names are synonymous, only the degree program shall be assigned a CIP Code and shall be included in the SUS Academic Degree Program Inventory as a stand-alone program.

III. STRUCTURE OF CURRICULUM COMPONENTS

(Reflects basic structure of the curriculum components, not necessarily all program or other requirements that students must meet to graduate.)

- A. Associate of Arts (cannot be selected as a major or program; awarded upon student request after completing all requirements; not recognized at commencement)

Requirement	Authority
1. 60 semester hours of college credit	FL Statute 1007.25(7)
2. General Education (36 semester credit hours—see description in baccalaureate section)	FL Statute 1007.25(6, 7, 10)
3. Foreign language competency (see description in baccalaureate section)	FL Statute 1007.25 FL Statute 1007.262
4. Communication & Computation/Gordon Rule (students admits summer 2015 and earlier—see description in baccalaureate section)	FL Statute 1007.25(10) State Board of Education (SBE) Rule 6A-10.030
5. College-level English language writing skills (students admitted fall 2015 and later—see description in baccalaureate section)	BOG Regulation 6.017
6. At least 25% of the coursework required for the degree earned at FGCU.	SACSCOC Comprehensive Standard 3.5.2
7. Minimum institutional GPA of 2.0.	University requirement

- B. Baccalaureate Degree Program

Requirement	Authority
1. Minimum of 120 hours through university coursework, acceleration mechanisms, and/or transfer credit.	Florida (FL) Statute 1007.25(8) BOG Regulation 6.017(1)(c) BOG Regulation 8.011(3)(a)6.c.
2. No more than 120 hours unless an exception is approved by BOT and BOG.	FL Statute 1007.25(8) BOG Regulation 8.014 BOG Regulation 8.011(3)(a)6.c.
3. Limited Access (competitive selection, minimum skills, potential for success). Approval of BOT and BOG required.	BOG Regulation 8.013 BOG Regulation 8.011(3)(a)6.b.

<p>4. Common Prerequisites (see Common Prerequisite Manual @ flvc.org). Exceptions and revisions must be approved by state-level Discipline Committee and Oversight Committee of the Articulation Coordinating Committee (ACC) via BOG office and FGCU Academic Affairs; ACC approved common prerequisite courses or alternates must be accepted by university. A program can include lower-division courses (beyond the approved common prerequisites) provided these additional courses are not required for progression into the upper division of the program and can be completed in the second half of the program without extending the program’s curriculum beyond its approved length.</p>	<p>FL Statute 1007.25(5) BOG Regulation 8.010</p>
<p>5. General Education (36 semester credit hours in subject areas of communication, mathematics, social sciences, humanities, and natural sciences). Satisfied by:</p>	
<p>a) Official transcript from Florida public postsecondary institution showing satisfactory completion of its prescribed general education curriculum, or</p>	<p>SBE Rule 6A-10.024(3)(b) for articulation policy</p>
<p>b) Students admitted summer 2015 or earlier, see FGCU General Education requirements in the relevant FGCU Catalog, or</p>	<p>FL Statute 1007.25(3) University requirements</p>
<p>c) Students admitted fall 2015 and after: 1) 6 hours of English Composition coursework. Students awarded college credit in English Composition courses based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction shall be considered to have satisfied this requirement to the extent of the college credit awarded. 2) 6 hours of mathematics at the level of college algebra or higher. Applied logic, statistics and other computation-based coursework that may not be offered by a mathematics department may be used to fulfill 3 of the 6 hours required by this section. Students awarded college credit based on their demonstration of mathematics at the level of college algebra or higher through dual enrollment, advanced placement, or international baccalaureate instruction shall be considered to have satisfied this requirement to the extent of the college credit awarded. 3) State Common Core ~ 15 of the 36 credit hours; minimum one course from each of 5 areas—communication, humanities,</p>	<p>FL Statute 1007.25(3) BOG Regulation 6.017</p>

<p>mathematics, natural sciences, and social sciences (see state-specified course list). 4) University option ~ 21 of the 36 hours; TBD for FGCU—will be published in 2015-2016 catalog. Note: Courses used to satisfy #1 and #2 can also be used to satisfy #3 and #4. Courses used to satisfy common prerequisites can also be used to satisfy general education.</p>	
<p>6. Communication and Computation/Gordon Rule (students admitted summer 2015 and earlier), see relevant FGCU Catalog.</p>	<p>SBE Rule 6A10.030</p>
<p>7. College-level English language writing skills (students admitted fall 2015 and later): An additional 6 semester hours of coursework demonstrating college-level English language writing skills through multiple assignments. Students awarded college credit in one of these courses based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction shall be considered to have satisfied this requirement to the extent of the college credit awarded.</p>	<p>BOG Regulation 6.017(b)</p>
<p>8. At least 48 hours of upper division coursework (numbered 3000-4999)</p>	<p>FGCU requirement</p>
<p>9. University Colloquium IDS 3920, a 3 credit hour course</p>	<p>FGCU requirement</p>
<p>10. Foreign Language--an FTIC admission requirement that turns into a graduation requirement for transfer students; foreign language courses are not included as part of the 120 hour curriculum unless the courses are required by the major. Required as part of the AA for students entering FCS or SUS fall 2014 and later.</p>	<p>FL Statute 1007.25(7) BOG Regulation 6.002(1)(h) BOG Regulation 6.004(2)(e)</p>
<p>11. Major—minimum of 27 semester credit hours (FGCU requirement)</p>	<p>BOG Regulation 8.011(b) FGCU Requirement</p>
<p>12. Concentration—optional; 9-18 semester credit hours (FGCU requirement). (BOG regulation states that the number of credit hours shall not equal or exceed the number of credit hours for a program major at the same degree level.)</p>	<p>BOG Regulation 8.011(7)(a) FGCU Requirement</p>
<p>13. Senior Seminar (capstone)—a 3-credit hour course or two courses offered over a maximum of two semesters (either 2 + 1 credit hours or 1 + 2 credit hours). These seminar courses integrate skills and knowledge gained from particular programs and broaden student's awareness and understanding of disciplines related to their chosen field.</p>	<p>FGCU requirement</p>
<p>14. Summer enrollment—students entering FGCU with fewer than 60 semester hours of credit must enroll</p>	<p>BOG Regulation 6.016</p>

in a minimum of 9 semester credit hours of coursework during one or more summer sessions prior to graduation; can be waived in cases of unusual hardship via written request and approval by the college dean or designee.	
15. Service Learning—a 40- or 80-hour service requirement for students. a) 40 hours for upper-level transfer students; b) 40 hours for FTIC students who have earned an AA through dual enrollment or accelerated credit prior to matriculating at FGCU; c) 80 hours for other FTIC and lower level transfer students including dual-enrolled students in the FGCU Accelerated Collegiate Experience Program; d) 40 hours for students who have already completed a bachelor’s degree at another institution and are admitted to FGCU to complete a second undergraduate degree; e) Not required for students who have completed a bachelor’s degree at FGCU and are re-admitted to FGCU to complete a second undergraduate degree.	FGCU requirement
16. At least 25% of coursework earned at FGCU	SACSCOC Comprehensive Standard 3.5.2
17. At least 30 of the last 60 hours earned at FGCU (residency)	University requirement
18. Institutional GPA of at least 2.0 in all coursework attempted at FGCU	University requirement
19. Satisfy program and university requirements for relevant catalog year	BOG Regulation 6.017(2) University requirement
20. Minimum institutional GPA of 2.0	University requirement
21. Students enrolling with fewer than 60 semester credit hours must enroll in a minimum of 9 hours during one or more summer sessions; can be waived for hardships.	BOG Regulation 6.016

C. Minor

1. A minor consists of at least 15 semester credit hours, but not more than 21 hours. Each prerequisite course must be included in this count unless it meets the following exception: the course is an option to satisfy general education requirements. Prerequisites that are not included in the total credit hour count for the minor must be listed in the catalog copy for the minor and identified as course prerequisites above and beyond the total credit hours required to complete the minor.	University requirement
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2. At least 12 of the hours of the minor must be taken at FGCU and at least 9 of the hours must be upper division (3000-4999 level).	University requirement
3. Students must meet with a college advisor to declare a minor and review the course requirements.	University requirement
4. Students desiring certification of a minor and designation on the official academic transcript must (1) note the minor on the Application for Graduation and (2) contact a college advisor to certify completion of all course requirements for the declared minor.	University requirement
5. Some majors are restricted from taking some minors.	University requirement

D. Master’s Degree Program

Requirement	Authority
1. Minimum of 30 semester credit hours	SACSCOC Comprehensive Standard 2.7.1 General Graduate Academic Policies (GGAP) II.A.1.
2. Concentration—optional; 9-18 semester credit hours (FGCU requirement). (BOG regulation states that the number of credit hours shall not equal or exceed the number of credit hours for a program major at the same degree level.)	BOG Regulation 8.011(7)(a) FGCU Requirement
3. At least 50% of coursework earned through FGCU. (SACSCOC Comprehensive Standard 3.6.3 requires at least one-third of credits earned at institution awarding the degree).	GGAP
4. Satisfy program and university requirements for relevant catalog year.	University requirement—See GGAP and relevant degree program/major in FGCU Catalog.

E. Educational Specialist (Ed.S.) Degree Program

Requirement	Authority
1. Minimum of 48 semester credit hours	SACSCOC Comprehensive Standard 2.7.1 General Graduate Academic Policies (GGAP) II.B.2.
2. Concentration—optional; 9-18 semester credit hours (FGCU requirement). (BOG regulation states that the number of credit hours shall not equal or exceed the number of credit hours for a program major at the same degree level.)	BOG Regulation 8.011(7)(a) FGCU Requirement
3. At least 50% of coursework earned through FGCU. (SACSCOC Comprehensive Standard 3.6.3 requires at least one-third of credits earned at institution awarding the degree).	GGAP

4. Satisfy program and university requirements for relevant catalog year.	University requirement—See GGAP and relevant program in FGCU Catalog.
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F. Doctoral Degree (Ed.D., D.P.T., Ph.D., etc.) Degree Program

Requirement	Authority
1. Minimum of 72 semester credit hours	SACSCOC Comprehensive Standard 2.7.1 General Graduate Academic Policies (GGAP) II.B.3.
2. Concentration—optional; 9-18 semester credit hours (FGCU requirement). (BOG regulation states that the number of credit hours shall not equal or exceed the number of credit hours for a program major at the same degree level.)	BOG Regulation 8.011(7)(a) FGCU Requirement
3. At least 50% of coursework earned through FGCU. (SACSCOC Comprehensive Standard 3.6.3 requires at least one-third of credits earned at institution awarding the degree).	GGAP
4. Satisfy program and university requirements for relevant catalog year.	University requirement—See GGAP and relevant program in FGCU Catalog.

G. Transitional Professional Doctoral Degree Program

Requirement	Authority
1. Minimum of 30 semester credit hours	SACSCOC Comprehensive Standard 2.7.1 General Graduate Academic Policies (GGAP) II.B.4.
2. Concentration—optional; 9-18 semester credit hours (FGCU requirement). (BOG regulation states that the number of credit hours shall not equal or exceed the number of credit hours for a program major at the same degree level.)	BOG Regulation 8.011(7)(a) FGCU Requirement
3. At least 50% of coursework earned through FGCU. (SACSCOC Comprehensive Standard 3.6.3 requires at least one-third of credits earned at institution awarding the degree).	GGAP
4. Satisfy program and university requirements for relevant catalog year.	University requirement—See GGAP and relevant program in FGCU Catalog.

H. Academic Certificate

Requirement	Authority
1. Consists of 12 to 18 semester credit hours (typically), which includes a capstone experience. Academic certificate programs required for licensure may consist of more than 18 hours.	University requirement

<p>2. Consists of existing courses (typically). When more than half of the courses in a certificate are not part of the curriculum of an existing or proposed degree program, the proposal (1) must be exceptionally strong in terms of fit, need, and demand; and (2) must demonstrate adequate administrative and fiscal capacity to implement and sustain the academic certificate. SACSCOC Substantive Change prospectus/approval may be required if certificate is a significant departure from previously approved programs or at a new off-campus site</p>	<p>University requirement Substantive Change for SACSCOC Accredited Institutions Policy Statement</p>
<p>3. An academic certificate at the post-baccalaureate level consists of upper division courses (3000-4999 level) or graduate courses (5000 level and above). An academic certificate program at the post-master's level consists of all graduate courses.</p>	<p>University requirement</p>
<p>4. A minimum overall GPA of 3.0 in coursework applied to the certificate is required. College may impose higher standards. Satisfy program and university requirements for relevant catalog year.</p>	<p>University requirement</p>
<p>5. It is the responsibility of the leadership of the college/unit offering the academic certificate to ensure that courses are available for students to complete the program in a timely manner. Typically, the time allotted for completion of an academic certificate program is two to four years.</p>	<p>University requirement</p>
<p>6. Separate course sections for academic certificate programs are permitted; however, these sections must be offered at the same level of quality and require the same prerequisites as the sections offered for degree programs. Course sections for academic certificate programs are subject to the same minimum enrollment class sizes as all other courses. Class sizes below established minimums must be justified and approved by the Provost.</p>	<p>University requirement</p>

IV. CURRICULUM DEVELOPMENT PROCESSES

A. Degree Program

1. An academic unit proposing a new degree program completes a New Academic Degree Program Authorization Pre-Proposal Form in consultation with the Office of Academic and Curriculum Support (ACS). If the Provost and Vice President for Academic Affairs approves the pre-proposal, ACS submits the form to the State University System (SUS) Academic Program Coordination Workgroup for

consideration. This workgroup is under the direction of the SUS Council of Academic Vice Presidents (CAVP). In accordance with BOG Regulation 8.004, the workgroup supports the CAVP and system-wide efforts to facilitate collaboration, articulation, and coordination of academic program delivery across the SUS. The workgroup reviews new degree program pre-proposals, notes any areas of concern regarding need or duplication, and provides its comments to the University.

2. The Provost and Vice President for Academic Affairs takes into consideration the comments of the SUS Academic Program Coordination Workgroup and other factors including consistency with the University's mission to determine the timeline for developing a new degree program. In accordance with BOG Regulation 2.002, the University's annual Work Plan includes a list of new degree programs that may be considered by the FGCU Board of Trustees (BOT) within the next three years.
3. An academic unit that has approval from the Provost and Vice President for Academic Affairs to develop a new degree program completes the BOG-SUS Request to Offer a New Degree Program template. This template is used to document compliance with implementation criteria, including institutional and state-level accountability and institutional readiness in accordance with BOG Regulation 8.011.
4. The process for reviewing and approving a BOG-SUS Request to Offer a New Degree Program proposal includes the college curriculum team; college dean; relevant standing teams of the Faculty Senate (Undergraduate Curriculum Team, Graduate Curriculum Team, Graduate Affairs Team); Council of Deans; units of Academic Affairs, including the offices of Academic and Curriculum Support, Budget and Management Services, and Planning and Institutional Performance, as appropriate; the Provost and Vice President for Academic Affairs; and the President.
5. A new degree program proposal that has successfully advanced through the institutional review and approval process is considered by the BOT Academic/Student/Faculty Affairs Committee. Within four weeks of approval by the BOT, the University notifies the BOG Office in writing of such approval and provides an electronic copy of the proposal along with related approval documents.
6. Additional review and consideration at the BOG level is required for the following:
 - a) An undergraduate degree program that will include limited access in accordance with BOG Regulation 8.013.

- b) An undergraduate degree program that will have more than 120 total semester credit hours in accordance with BOG Regulation 8.014.
 - c) An undergraduate degree program that has common prerequisites different from those already approved by the statewide Articulation Coordinating Committee in accordance with BOG Regulation 8.010.
 - d) A new doctoral degree program in accordance with BOG Regulation 8.011.
7. The BOG Office, in consultation with the University, assigns a CIP Code for each new degree program that has received the requisite BOT and BOG approval. Upon resolution of any outstanding issues, the BOG Office adds the CIP Code to the SUS Academic Degree Program Inventory and provides a letter of notification to the University.

B. Program Major

- 1. An academic unit that has approval from the Provost and Vice President for Academic Affairs to develop a new program major completes the Request to Offer a New Program Major template, which is used to document compliance with implementation criteria including institutional and state-level accountability and institutional readiness.
- 2. The process for reviewing and approving a new program major includes the college curriculum team; college dean; relevant standing teams of the Faculty Senate (Undergraduate Curriculum Team, Graduate Curriculum Team, Graduate Affairs Team), Council of Deans; units of Academic Affairs including the offices of Academic and Curriculum Support, Budget and Management Services, and Planning and Institutional Performance, as appropriate; the Provost and Vice President for Academic Affairs; and the President.
- 3. A new program major proposal that has successfully advanced through the institutional review and approval process is considered by the BOT Academic/Student/Faculty Affairs Committee. Within four weeks of approval by the BOT, the University notifies the BOG Office in writing of such approval.
- 4. Additional review and consideration at the BOG level are required for a program major that impacts the associated degree program in terms of the following:
 - a) Limited access in accordance with BOG Regulation 8.013.
 - b) Total semester hours required for the degree in accordance with BOG Regulation 8.014.
 - c) Common prerequisites in accordance with BOG Regulation 8.010.

5. For state reporting purposes (e.g., enrollment, degree completion), a program major is tracked using the CIP Code assigned to the associated degree program. A program major is not included in the SUS Academic Program Inventory as a stand-alone program.

C. Concentration

1. A new concentration is developed, reviewed, and approved as part of degree program or program major.
2. A concentration is not assigned a CIP Code and is not included in the SUS Academic Program Inventory.

D. Minor

1. An academic unit that has approval from the Provost and Vice President for Academic Affairs to develop a new minor completes the Request to Offer a New Minor template, which is used to document compliance with implementation criteria including need, demand, accountability, and unit readiness.
2. The institutional review and approval process for a new minor includes the college curriculum team; college dean; Undergraduate Curriculum Team; and Academic Affairs including the offices of Academic and Curriculum Support, Budget and Management Services, and Planning and Institutional Performance, as appropriate.

E. Academic Certificate

1. An academic unit that has approval from the Provost and Vice President for Academic Affairs to develop a new academic certificate completes the Request to Offer a New Academic Certificate template, which is used to document compliance with implementation criteria including need, demand, accountability, and unit readiness.
2. The institutional review and approval process for a new certificate includes the college curriculum team; college dean; relevant standing teams of the Faculty Senate (Graduate Curriculum Team, Graduate Affairs Team, and the Undergraduate Curriculum Team for post-baccalaureate certificates that are comprised of undergraduate courses); and Academic Affairs including the offices of Academic and Curriculum Support, Budget and Management Services, and Planning and Institutional Performance, as appropriate.
3. A certificate is not assigned a CIP Code and is not included in the SUS Academic Program Inventory.

F. Professional Certificate

A unit offering a professional certificate is responsible for ensuring quality and compliance with relevant BOG and University policies and regulations and other guidelines as applicable to the professional certificate. A professional certificate is not assigned a CIP Code and is not included in the SUS Academic Program Inventory.

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