1. *Degree/Major Title:*

1. *Contact person:*

*College*:

*Department/School*:

*Telephone*: 239-
*Email:*

1. *Briefly describe the proposed revision(s)*.

1. *Effective date*: Fall 20

Changes are effective in the fall of the year. Exceptions are approved only in unusual circumstances with adequate justification.

1. *Briefly explain the rationale for the proposed revision.*

Link the proposed revision to assessment and institutional effectiveness activities (feedback from students, market demands, program evaluation, resource allocation, etc.). Provide three years of data.

1. *New courses*:

[ ]  No new courses are required.

[ ]  New courses are needed. List prefix/number/title below. Complete a **Course Add Form** for each from the Curriculum Management System - <https://midas.fgcu.edu/cms/>

1. *Change to existing courses*:

[ ]  No existing courses are being changed.

[ ]  Existing courses are being changed. List prefix/number/title below. Complete a **Course Change Form** for each from the Curriculum Management System - <https://midas.fgcu.edu/cms/>

1. *Termination of existing courses*:

[ ]  No existing courses are being deleted from the FGCU course inventory.

[ ]  Courses are being terminated. List prefix/number/title below. Complete a **Course Terminate Form** for each course from the Curriculum Management System - <https://midas.fgcu.edu/cms/>

1. *Describe additional library resources needed to support this revision (i.e., journals, databases, e-books, archival materials). Please consult the corresponding subject librarian and submit email correspondence demonstrating that the librarian was notified/consulted and supports the faculty response regarding additional library resources*.

1. *Describe additional faculty resources needed to support this revision. Explain rationale for response, even if answer is None.*

1. *Describe additional technology, facility, laboratory, or other resources needed to support this revision? Explain rationale for response, even if answer is None.*

1. *What impact does the proposed revision have on other colleges, units, or programs?*
2. *Does another department or unit provide related expertise or offer similar courses?*Please search current academic catalog to determine if other colleges, units, or programs use courses that are part of this proposal and need to be notified/consulted regarding any changes.
[ ]  No [ ]  Yes***If yes***, list the department(s) below and submit email correspondence demonstrating the other department was notified/consulted and supports the proposed changesDepartment/Unit:
3. *Explain the impact the proposed changes will have on the progression or sequencing of courses in this degree program.*

Please provide a degree curriculum map, updated to reflect the academic year in which it will become effective (pending approval) to demonstrate impact

1. *What impact will the proposed revision have on the progression or sequencing of courses for* ***current students****? Please explain and indicate if retroactive changes to Degree Audits for up to three years prior are being requested as part of this proposal.*

1. *Catalog copy*:

Please see instructions below.

**APPROVALS** *(required prior to submission)*

Department Chair/Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Curriculum Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Instructions for Degree/Major Revisions:***

* **Revision Proposal**: Complete this form when the changes will impact the words, numbers, or symbols as presented in the current catalog copy. Include changes to Progression and Additional Graduation Requirements.
* **Catalog copy:** Submit an updated catalog copy with proposed revisions
	+ Use the current Academic Catalog Year which is available at <http://www.fgcu.edu/catalog/>
	+ Select Undergraduate Programs
	+ Select the Program to be revised
	+ Click “Print Program Details”
	+ Copy and paste catalog copy into a Word document
	+ Turn on the Track Changes function (be sure that both additions and deletions appear)
	+ Update the catalog year and make edits to reflect proposed curriculum changes
	+ Identify a new course in the catalog with the suggested title, suggested prefix, and course level, plus XXX with the suggested number in parenthesis, e.g., ART 4XXX (4123)
	+ Save as a Word document
* **Proposed Changes are presented to corresponding academic unit (College/School) Curriculum Team.**
* **Materials Deadline- May 31st:** Once proposed changes are approved by the College/School Curriculum Team, the College/School Curriculum Liaison to Academic and Curriculum Support (ACS) will send Lucero Carvajal in ACS the following documents via for review by the University Undergraduate Curriculum Team (UUCT):
	+ An electronic Word version of the tracked catalog via email
	+ An electronic or hard copy of this form with appropriate signatures via email or campus mail
	+ An electronic Word version of a degree curriculum map showing prerequisites and sequencing for all courses via email
* **Stand-alone courses:** If changes are for courses only and there is no impact to the catalog copy, this revision form is not necessary. When these “stand-alone” courses have been approved by the College/School Curriculum Team and noted in CMS, the CMS College Administrator should send a list to Lucero Carvajal in ACS. The same May 31 deadline applies.
* **Curriculum Management System/Statewide Course Numbering System:** All changes to courses are completed via the Curriculum Management System (CMS) [https://midas.fgcu.edu/cms/](https://flscns.fldoe.org/PbInstituteCourseSearch.aspx) A login is needed
	+ - In CMS, a new course is requested by entering the suggested title and suggested prefix/number with no XXX
		- See instructions in CMS for selecting an appropriate suggested prefix/number
		- To select a proposed prefix/course number Browse Courses via Find A Course dropdown on the Statewide Course Numbering System (SCNS) [https://flscns.fldoe.org/](https://flscns.fldoe.org/PbInstituteCourseSearch.aspx) No login is required
		- When final approval for the course prefix/number is received from SCNS, the catalog copy will be updated