



Authorization and Modification of Courses (UFF) #320.095

INITIAL EFFECTIVE DATE: January 4, 2016	LAST REVISION DATE: April 19, 2024	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Office of the Provost Planning and Finance
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POLICY STATEMENT
<p>Any new academic courses offered under the auspices of the University must have the prior approval of;</p> <ul style="list-style-type: none"> (a) Department Chair and Dean (b) The curriculum committees and the faculty bodies of the appropriate Colleges and/or Schools of the University (c) The University Curriculum Committee (d) The Faculty Senate (e) The Provost or designee <p>Any modification of an approved course - course prefix, course number, credit, prerequisite, title, catalog description, cross listing, or complete deletion must have the prior approval of the committees and office as noted above.</p>

SCOPE
This policy applies to all academic courses.

REASON FOR POLICY
To define the criteria and process that governs the initial authorization and modification of an academic course.

DEFINITIONS	
TERM	DEFINITIONS
Course number	Courses numbers are assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The first digit of the course number indicates the level at which students normally take the course.

	Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee.
Course Prefix	The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.
Credit	Credit refers to course instructional time each week.
Cross Listing	Cross listing a course means that a single course is offered for registration under two or more departments. In addition, an undergraduate and graduate course can be cross listed in the same department if the graduate course requires significant additional learning.
Prerequisite	A prerequisite is a course that must be successfully completed prior to being allowed to start a subsequent course or program.

ROLES AND RESPONSIBILITIES

The roles and responsibilities for each of the following requestors/approvers is outlined in accordance with the [Faculty Senate University Curriculum Committee Policy & Procedures](#).

Faculty design new courses or update existing ones and submit through the following workflow of approvers:

- Department Chair
- The curriculum committees and the faculty bodies of the appropriate Colleges and/or Schools of the University
- The University Curriculum Committee
- The Faculty Senate
- The Provost or designee

RELATED RESOURCES

[Faculty Senate University Curriculum Committee Policy & Procedures](#)

The approved process and procedure for requesting authorization or deletion of an academic course are given in the Policies and Procedures Manual of the University Curriculum Committee.



CONTACTS

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HISTORY

Initial Effective Date: January 4, 2016.

Review Dates (*review performed, no updates*): N/A

Revision Dates (Updates made to document): April 19, 2024.