



*University Community (faculty, staff and students)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
AUTHORIZATION AND MODIFICATION OF COURSES	January 4, 2016	320.095

**POLICY STATEMENT (R\*)**

Any new academic courses offered under the auspices of the University must have the prior approval of (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, and (e) the Provost or designee.

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.

**REASON FOR POLICY (O\*)**

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

**RELATED INFORMATION (O\*)**

AUTHORITY/SOURCE:  
University Curriculum Committee (Faculty Senate Constitution & By-Laws Revised 9/16/2011)  
Provost and Executive Vice President for Academic Affairs

**PROCEDURES (O\*)**

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.

**HISTORY (R\*)**

Former Academic Affairs Policy 2.12.

<p><b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</b></p> <p>Division of Academic Affairs Florida International University</p> <p><b>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</b></p> <p>Office of the Provost 11200 S.W. Eighth Street, PC 526 Miami, Florida 33199 Telephone Number: (305) 348-2151</p>	<p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <a href="http://www.policies.fiu.edu">www.policies.fiu.edu</a>.</p> <p>For any questions or comments, the "Document Details" view for this policy online provides complete contact information.</p>
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**FORMS/ONLINE PROCESSES (O\*)**

Link to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

\*R = Required \*O = Optional