|  |
| --- |
| **FLORIDA STATE UNIVERSITY NEW MAJOR (within existing degree program) APPROVAL PROCEDURES** |

A major is an organized curriculum that is part of an existing degree program. A major must be associated with the degree program under which it is offered and must share common core courses (and usually shares prerequisite courses) with all other majors in the same degree program. Faculty in each unit are responsible for developing new majors, in coordination with appropriate administrators.

Procedures for developing a new major within an already existing degree program are as follows:

1. Proposal Structure
   1. Rationale
      1. Describe the proposed program, identifying what value would be added by its establishment.
      2. Identify particular features that differentiate it from existing majors.
      3. Identify common core and prerequisite courses shared with existing majors.
      4. Identify the target group for the program and the need to serve that target group.
      5. Identify target semester for implementation.
2. Substantive Change Issues
   1. Modifications to our accreditor’s definition of what constitutes a “substantive change” require us to determine whether each new proposed academic program represents a significant departure from programs that exist (or have existed) at FSU. If the proposed program is determined to be a significant departure, the timeline for submission will require more advanced notice than previously necessary.
   2. With what degree or certificate program does this proposed program align most closely?
      * 1. What is the C.I.P. Code of that program? (See: <http://nces.ed.gov/ipeds/cipcode>)
        2. Does that C.I.P. Code appear in the FSU Degree Program Inventory? (See: <https://www.ir.fsu.edu/resources.aspx>)
        3. What percentage of this proposed program do you believe is absolutely unique for FSU, as opposed to being a re-framing or re-packaging of academic themes, concepts, and skills that are currently, or have been, taught in FSU courses, certificates, or degree programs?
3. Program of Studies
   1. Outline the proposed major requirements, including the total number of credits and specific required and elective courses. (If new courses are being proposed for the major, they must be submitted through the Curriculum Request Application. See<https://campus.fsu.edu/curriculum>). For undergraduate programs, please include an academic map developed with your mapping coordinator.
   2. If the new curriculum includes courses outside the home department, either as prerequisites or as major requirements, please include a Memorandum of Understanding that addresses course demand issues with each department. Please copy Undergraduate Studies or the Graduate School, as appropriate.
   3. Identify the plan for approving the student’s course of study upon admission to the program.
   4. Identify each site where instruction will be provided (Tallahassee campus, Panama City, Republic of Panama, Sarasota, and/or online). Note that utilizing any unapproved site to deliver the major requires advance notification of or permission from the university’s accreditor.
   5. If online courses are offered within the major, note the anticipated percentage of traditional online instruction delivered synchronously, the percentage of traditional online instruction delivered asynchronously, and the percentage of ITV delivery. For help making these determinations, contact Office of Distance Learning. Please specify whether students will have to meet face-to-face at any point.

1. Admission requirements
   1. Detail all requirements for admission to the major. (Note: Aside from requiring that students be in good academic standing and have completed prerequisite courses and general education requirements, only specialized admissions programs may impose admissions requirements at the undergraduate level.)
   2. Detail any requirements for retention in the major (e.g., standards for performance in specific required courses).
2. Faculty
   1. List all faculty members within the department who will teach courses in the new major.
   2. List all faculty members outside the department who will teach courses in the new major.
   3. What are the specific credentials that qualify these individuals to teach in and/or direct the major, per University policy? (See Florida State University Policy 9-2, Policy for Credentialing Faculty Members, at <http://policies.fsu.edu>.)
3. Approval Sequence (skip any that are not applicable to college structure)
   1. Department Curriculum Committee
   2. Department Chair
   3. College Curriculum Committee
   4. Academic Dean
   5. Undergraduate Policy Committee/ Graduate School
   6. Vice President for Faculty Development & Advancement
   7. SACSCOC Liaison
   8. Provost (for final approval)
4. Notification of Approval *(by Sanghyun Jeon in the Office of the Vice President for Faculty Development & Advancement):*
   1. Board of Trustees
   2. Florida Board of Governors
   3. Registrar
   4. Department
   5. Academic Dean
   6. Dean of Undergraduate Studies/The Graduate School
   7. Budget Office
   8. SACSCOC Liaison
   9. Institutional Research

Notes:

1. Please contact your chair or an associate dean in your college for assistance with this process. The Associate Vice Presidents for Faculty Development & Advancement (Jennifer Buchanan or Amy Guerette 644-6876), are also available.
2. Note the distinction between “major” and “degree.” This process may only be used to establish or change a major with an existing degree program. New degree approval requires a more extensive process and a lengthier proposal; contact an Associate Vice President for Faculty Development & Advancement to discuss.
3. Unlike the degree approval process, approval for a new major does not require the approval of the Graduate Policy Committee. It does require Dean of the Graduate School approval for graduate majors and Undergraduate Policy Committee approval for undergraduate majors.
4. The proposal should be submitted to the Vice President for Faculty Development & Advancement’s Office c/o an associate vice president) with all appropriate signatures up to the Vice President for Faculty Development & Advancement signature line. The FDA Office obtains all review/approvals that follow the VP’s approval.
5. Upon approval of a new major, Plan Codes will be developed and implemented by the Registrar’s Office for use in Student Central.
6. The student’s diploma will designate the student’s college and the state-approved degree that has been awarded. The major within that degree program will not be designated on the diploma. The student’s final transcript will designate both the degree earned and the major within that degree program.
7. Changes to the status of an approved major (e.g., suspension or termination) are requested by submitting a Major Status Change Request Form to the Office of the Vice President for Faculty Development & Advancement, c/o Sanghyun Jeon.
8. Suspension of degrees requires notification to the Board of Governors.
9. Termination of degrees requires Board of Trustees approval, a teach-out in accordance with accreditation standards (if students are enrolled), and notification of the Board of Governors.

REVISED: 9/19/2023

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROPOSAL FOR NEW MAJOR (within existing degree program)**  **SIGNATURE PAGE** | | | | |
| COLLEGE: |  | | | |
| DEPARTMENT: |  | | | |
| NAME OF DEGREE PROGRAM & C.I.P.: |  | | | |
| CONTACT PERSON: |  | | | |
|  | | | | |
| LEVEL: |  | Bachelor’s (Specify BA, BS, or BFA) | | |
|  |  | Master’s (Specify MA, MS, or MFA)  Thesis \_\_\_\_ Non-Thesis \_\_\_\_Project | | |
|  |
|  |  | Doctoral | | |
|  |  |  | | |
| NAME OF PROPOSED NEW MAJOR: |  | | | |
| SEMESTER TO BE IMPLEMENTED: |  | | | |
|  |  |  | | |
| *Must be the beginning of a future semester.* |  |  | | |
|  |  |  | | |
| **APPROVED:** | | | | |
|  | | |  |  |
|  | | |  |  |
| Department Curriculum Committee | | |  | Date |
|  | | |  |  |
| Department Chair | | |  | Date |
|  | | |  |  |
| College Curriculum Committee | | |  | Date |
|  | | |  |  |
| Academic Dean | | |  | Date |
|  | | |  |  |
| Dean of The Graduate School (graduate approval) | | |  | Date |
|  | | |  |  |
| Undergraduate Policy Committee (undergraduate approval) | | |  | Date |
|  | | |  |  |
| Vice President for Faculty Development and Advancement | | |  | Date |
|  | | |  |  |
| SACSCOC Liaison | | |  | Date |
|  | | |  |  |
| Institutional Effectiveness | | |  | Date |
| Provost and Executive Vice President for Academic Affairs | | |  | Date |