

**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.

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

- I. Proposal Structure
 - A. Rationale
 - i. Identify particular features that differentiate it from existing majors.
 - ii. Identify common core and prerequisite courses shared with existing majors.
 - iii. Identify the target group for the program and the need to serve that target group.
 - iv. Identify target semester for implementation.
 - B. Program of Studies
 - i. 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 first 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.
 - ii. 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.
 - iii. Identify the plan for approving the student's course of study upon admission to the program.
 - iv. Identify whether instruction will be provided on the main campus, a branch campus, an off-campus site, and/or online. Note that utilizing an off-campus site to deliver the major may require advance notification of or permission from SACSCOC.
 - v. If distance learning (DL) is offered within the major, note the anticipated percentage of traditional DL instruction delivered synchronously, the percentage of traditional DL instruction delivered asynchronously, and the percentage of ITV delivery. For help making these determinations, contact Office of Distance Learning at 644-4635.
 - C. Admission requirements
 - i. Detail all requirements for admission to the major. (Aside from requiring that students be in good academic standing and have completed prerequisite courses and general education requirements, only limited access programs may impose admissions requirements at the undergraduate level.)
 - ii. Detail any requirements for retention in the major (e.g., standards for performance in specific required courses).
 - D. Faculty
 - i. List all faculty members within the department who will teach courses in the new major.
 - ii. List all faculty members outside the department who will teach courses in the new major.

- iii. 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>.)

II. Approval Sequence

- A. Department Curriculum Committee
- B. Department Chair
- C. College Curriculum Committee
- D. Academic Dean
- E. Undergraduate Policy Committee/The Graduate School
- F. Vice President for Faculty Development & Advancement
- G. SACSCOC Liaison
- H. Provost (for final approval)

III. Notification of Approval

(by Sanghyun Jeon in the Office of the Vice President for Faculty Development & Advancement):

- A. Board of Trustees
- B. Florida Board of Governors
- C. Registrar
- D. Department
- E. Academic Dean
- F. Dean of Undergraduate Studies/The Graduate School
- G. Budget Office
- H. SACSCOC Liaison

Notes:

1. Please contact Jennifer Buchanan, Associate Vice President for Faculty Development & Advancement (644-6876 or jbuchanan@fsu.edu), for assistance with this process.
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 Jennifer 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 with all appropriate signatures (up to the Vice President for Faculty Development & Advancement signature line).
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 Major Status Change Request Form to the Office of the Vice President for Faculty Development & Advancement, c/o Andrea White.
8. Termination of degrees requires Board of Trustees approval and a teach-out in accordance with SACSCOC standards.

**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
_____ Doctoral

NAME OF PROPOSED NEW MAJOR: _____
SEMESTER TO BE IMPLEMENTED: _____

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
Provost and Executive Vice President for Academic Affairs	Date