

University Curriculum Committee Policies and Procedures

General Information

1. The University Curriculum Committee is a standing committee of the Faculty Senate. The role of the University Curriculum Committee is to review and make recommendations regarding the approval of programmatic enhancements, revisions/modifications, or terminations of FAMU's academic programs and courses.
2. Additional steps are required by the University Program Authorization Review Committee (UPARC) in the following circumstances:
 - a. If you want to propose a new degree program, or
 - b. If you want to add a Major, Minor, Concentration, etc. within an Existing Degree Program
3. The University Curriculum Committee meets the first Wednesday of the month from 2:00 p.m. to 5:00 p.m. to review proposals.
4. The University Program Authorization Review Committee meets on the last Thursday of the month.

General Approval Process

1. **Academic Program**
 - a. Departments initiate all proposals for curricular changes and new program development. Proposals must meet all Florida A&M University's curricula policies.
 - b. Procedures for developing and approving curriculum changes at the departmental level may vary among departments. It is recommended that, at a minimum, the program chair/division director and program coordinator review all curricula changes and updates before submission to the College/School Curriculum Committee and Dean.
 - c. Please contact your chair or Dean for your current program coordinator.
2. **School or College**
 - a. The respective School or College Curriculum Committee should review and approve proposals.
 - b. The proposal review and approval procedures may vary among schools and colleges; please consult with your Dean regarding the specific procedure applicable to your school or college.
3. **University Curriculum Committee**
 - a. Once the proposal has been approved at the school or college level, it is forwarded to the University Curriculum Committee for review and recommendation.
4. **Provost**
 - a. Once the Faculty Senate approves the proposals, they are forwarded to the Provost for approval.
5. **Registrar**
 - a. Once the Provost signs, the requests are sent to the Registrar for processing.
 - b. If the proposal is for a new degree program, it must also be approved by FAMU's Board of Trustees and the Board of Governors for doctoral-level programs.
 - c. If the proposal is for a new course or change of course number, it must also be sent to the Statewide Course Numbering System (SCNS) to receive a statewide course number. This process could take a couple of months.

Requests for New Degree Programs or for adding Majors, Minors, Concentrations, etc. within Existing Degree Programs

1. Please review and follow the procedure outlined in the [New Degree and Track Approval Process](#).
2. UPARC and the University Curriculum Committee must approve all these requests.

New Course Requests

1. Please fill out the following two forms:

- a. *New Course Transmittal Form.doc*
 - b. *Course Request Routing Form.doc*
2. The request needs to include a syllabus.

Change an existing course

1. Please fill out the following two forms:
 - a. *Course Change_Termination Transmittal Form.docx*
 - b. *Course Request Routing Form.doc*
2. The request must include a syllabus and the justification for change.

Terminate an existing course

1. Please fill out the following two forms:
 - a. *Course Change_Termination Transmittal Form.docx*
 - b. *Course Request Routing Form.doc*
2. A concise justification should be included.

Create an online version of an existing course.

1. Please fill out the [Online/Hybrid Instruction Approval Form](#).
2. After your school/college approves, the request will be sent to the Office of Instructional Technology (OIT) for conversion.
3. Only after the course has been converted and approved by OIT will it be sent to the Curriculum Committee.

Modify an Academic Program (major or minor)

1. Please fill out the following form:
 - a. *Program Modification Routing Form.doc*
2. Include a justification for the modification.
3. Include the existing curriculum as well as the proposed curriculum.
4. For changes to undergraduate programs, please be sure the total number of credit hours does not change.
 - a. All undergraduate programs, with a couple of exceptions, must be 120 credit hours.
5. If the program modification is for a graduate program, the Dean of the School of Graduate Studies & Research must approve the change.

Request to add a course to the General Education list

1. Fill out the *GEAC GENED Course Addition Procedure & Forms F2017 v3 Fillable.pdf*
2. Your department, curriculum committee, and Dean need to approve the proposal.
3. The proposal is sent to the University General Education Assessment Committee (GEAC) for review and approval.
 - a. Send the form to Dr. Michael Labossiere michael.labossiere@famu.edu

Contacts

Academic Unit	Contact Member	Email Address
University Curriculum Committee	Dr. Kyle Eidahl	kyle.eidahl@famu.edu
University Program Authorization Review Committee (UPARC)	Dr. Sundra Kincey	sundra.kincey@famu.edu
General Education Assessment Committee (GEAC)	Dr. Michael Labossiere	michael.labossiere@famu.edu

College/School Curriculum Committee Chairs (2023-2024 academic year)

College/School	Committee Member	Email Address
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