

Procedures for Adding Courses to the General Education Curriculum

- 1.** A proposal to add the course to the *FAMU General Education Curriculum* is developed by the requesting program.
- 2.** The proposal is submitted to the curriculum committee of the School, College or Institute for review and approval.
- 3.** The Dean or Director reviews and signs the approved proposal.
- 4.** The proposal is sent to the University General Education Assessment Committee (GEAC) for review and approval.
- 5.** Concurrently with step 4, The proposal is submitted to the Faculty Senate Curriculum Committee for review and approval.
- 6.** The Faculty Senate President forwards the approved proposal to the Provost for review and approval.
- 7.** The Provost approves the proposal and submits a request to the Registrar to add the course to the General Education Curriculum.

FLORIDA A&M UNIVERSITY
GENED COURSE REQUEST ROUTING FORM

[The completed Routing form; SCNS course transmittal form, and accompanying course syllabus should be forwarded by the Academic Unit to the University Faculty Senate office in Lee hall and the chair of GEAC]*

Date: _____

Department Submitting Request: _____

Type of Request: New course [] Course change [] Course termination []

Proposed listing (new course / course change):

Title: _____
_____ Prefix & number: _____

Current listing (course change / course termination):

Title: _____
_____ Prefix & number: _____

Submitted by: _____ Date: _____
Chairperson / Division Director

Approved by: _____ Date: _____
Academic Unit Curriculum Committee

_____ Date: _____
Dean Academic Unit

_____ Date _____
General Education Assessment Committee Chair

_____ Date _____
University Committee Chair

_____ Date _____
President, Faculty Senate

_____ Date: _____
Provost or Designee

* Academic Unit is the Department's / Division's College, School or Institute.

Return completed form as needed to:
 Statewide Course Numbering System
 Florida Department of Education
 325 West Gaines Street, Room 1454
 Tallahassee, Florida 32399-0400
 (850) 488-6402, SunCom 278-6402

Florida Department of Education
 Statewide Course Numbering System
**COURSE TERMINATION OR CHANGE
 TRANSMITTAL FORM**

(See instructions on reverse side)

PART I: TO BE COMPLETED BY THE INSTITUTION

Institution	Institution Code	Instructional Unit or Department
Current SCNS Course Identification:		
Discipline (SMA) _____	Prefix _____	Level ____
Course Number _____		Lab Code ____
Institution's Course Title:		

PART II: REQUESTED ACTIONS

Terminate Current Course <input type="checkbox"/> Yes	Date Termination Effective _____	
NEW SCNS Course Identification: (Complete all appropriate areas)		
NEW Discipline (SMA) _____	Prefix _____	
Level ____	Course Number _____	
Lab Code ____		
NEW Institution Course Title (if applicable):		
EFFECTIVE DATE FOR CHANGES: (Mo/Yr)		
Other Items to Change	Change From	Change To
Amount of Credit		
Type of Credit		
Total Clock Hours		
Type of Degree		
Gordon Rule		
General Ed Requirement	(areas)	(areas)
Prerequisites/Corequisites		
Change of Course Description (Course syllabus must be attached):		
_____	_____	_____
Name, Faculty Contact and Telephone Number	Signature, Institution Contact	Date

PART III: TO BE COMPLETED BY FACULTY DISCIPLINE COMMITTEE REPRESENTATIVE

Approved Course Classification (Prefix, Number, Lab Code):	
If not the same as recommended by institution, please explain:	
SCNS Course Title (if new)	
Decade Title (if new)	
Century Title (if new)	
_____	_____
Signature, Faculty Discipline Committee Representative	Date

PART IV: SCNS STAFF USE ONLY

_____	_____	_____
Signature, SCNS Staff	Date Entered	Correspondence Number



COURSE TERMINATION OR CHANGE TRANSMITTAL FORM
Instructions for Completion of Parts I & II

The Course Termination or Change Transmittal Form is used for transmitting the following course information to the Statewide Course Numbering System (SCNS):

1. Prefixes and numbers of courses which will no longer be offered by the institution.
2. Additional course information to be recorded in the SCNS inventory.
3. Supporting documentation for review by the Faculty Discipline Coordinator for possible reassignment of prefix and course number.

[NOTE: Major revisions in course content will require a new course number assignment. Please terminate the current course and add the new course.]

All information requested on this form is necessary for the efficient and timely maintenance of the SCNS inventory. Thus, all items on Part I of this form must be completed before it is forwarded to the Florida Department of Education (DOE). An updated course syllabus must be attached in cases where course content has changed or a new prefix or number is requested.

Part I

The following instructions and definitions are provided to clarify items to be completed on the Course Termination or Change Transmittal Form.

Institution: Normally, an institutional acronym is adequate. An institution having a non-unique acronym should provide the institution name.

Institution Code: Postsecondary institutions should indicate the Institution Code which can be obtained from the SCNS Institution Contact or the SCNS Handbook.

Instructional Unit or Department: Academic unit responsible for teaching the course.

Current SCNS Course Identification:

Discipline (SMA): A three digit code representing a broad Subject Matter Area. SCNS staff will enter this number if the appropriate number is not known.

Prefix: A three letter code indicating placement of a course within the discipline.

Level: A one digit code preceding the course number which indicates the level (e.g., freshman, sophomore, etc.) at which the course is to be taught. This number is to be recommended by the institution according to state and institution policy.

Course Number: A three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles.

Lab Code: This code is left blank if the course is a lecture course (has no laboratory component). The letter "C" may be used to indicate a combination of lecture and laboratory. An "L" indicates a laboratory course for which there may or may not be associated an associated lecture course.

Institution's Course Title: The title of the course as it appears in the catalog.

Part II

Requested Actions

Terminate Current Course: Check the "yes" box if the course is to be terminated and enter the effective date.

Course Change Information: If changes are to be made in a course's identification, list changes only. All changes may affect the course prefix and number. All changes are subject to approval of the appropriate Faculty Discipline Coordinator based on the SCNS taxonomy and classification system.

Type of Degree: V.C. - Vocational Certificate (PSAV), A.T.D. - Advanced Technology Diploma; T.C. - Technical Certificate, A.T.C. - Advanced Technical Certificate; A.A.S. - Associate in Applied Science; A.S. - Associate in Science; A.A. - Associate in Arts. For category of "Other", describe the intended registrants: e.g., law enforcement officers, registered nurses, retail merchants, etc.

Change of Course Description: Provide a brief narrative description of the content of the course as it will appear in the catalog. A course syllabus including a course outline of major topics must be attached for changes to courses and changes to course content.

Effective Date: Provide month, day, and year of term in which the change or termination will be first effective.

Name, Faculty Contact, and Telephone Number: The name and telephone number of the person who can be contacted if there is a question concerning this course.

Signature of Institution Contact: All forms must be signed and dated by the institution's designated SCNS contact person.

DO NOT COMPLETE Parts III and IV.

Should you have questions concerning the completion of this form, please call your Institution Contact or call the SCNS staff at (850) 488-6402 or SunCom 278-6402.

Florida A&M University

General Education Course Addition Request Form

Contact Information

Department Submitting Request:

Contact Person

Name	Phone	Email

Proposed Addition

New Course Existing Course

Prefix & Number	Title	

Course Description (Include syllabus)

Existing Course Information

Average enrollment per class over the past three years	
Average failure rate over the past three years	

Proposed GENED Competency for the Course

Communication Humanities Mathematics Natural Sciences Social Sciences

Proposed GENED Outcome Alignment for the Course

Communication Critical Thinking Social & Ethical Responsibility Quantitative Reasoning

Online Options (select all options that will regularly offered).

Online availability of class is a major factor in assessing the class for approval for addition to the GENED.

Fully Online Hybrid In Person

Justification for Addition (Include evidence of need for new course, use additional sheets as needed).

Comparable GENED Courses

Prefix & Number	Title	

Name		Signature		Date	
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