

# Professional Curriculum Committee Handbook

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## Table of Contents

Professional Curriculum Committee.....	3
Member Definitions:.....	3
Faculty Senate Bylaw: 20(A)(2)(b) .....	3
PCC Timeline and Deadlines .....	4
PCC Subcommittee Guidelines.....	5
Professional Curriculum Policies for Courses and/or Programs.....	6
Approval Decisions.....	6
New Courses and Curriculum Changes .....	7
Syllabus Requirements and Recommendations .....	7
Instructions for External Consultations .....	8
Professional Certificate Policies .....	8
Approval Process .....	8
Requirements for Professional Certificate Programs.....	9
PCC Academic Approval Process.....	11
Developing or Modifying Courses, Specializations, Majors, Certificates, Minors, and/or Degree Programs.....	11
Courses.....	11
Approval Process to Create, Modify or Terminate a New Course.....	11
Concentrations .....	12
Approval Process to Create or Close a Concentration.....	12
Specific Notes About the Closing Process and Required Documents .....	13
Approval Process to Modify a Professional Concentration.....	13
Majors .....	14
Approval Process to Create a New Major.....	14
Approval Process to Modify a Professional Major.....	15
Changing the Total Credit Hours of a Professional Degree Program: .....	16
Changing the Name of a Professional Major:.....	16
Approval Process to Close a Professional Major.....	17
Certificates .....	18
Approval Process to Create a New Certificate .....	18
Approval Process to Modify or Close a Certificate .....	19
Degree Programs.....	20
	1

Approval Process to Create a New Professional Degree Program .....	20
Pre-Proposal Process.....	20
Proposal Process Steps.....	20
Approval Process to Modify a Degree Program .....	21
Change Total Required Credits .....	22
Changing the Degree Program Name .....	22
Approval Process to Close, Suspend, or Reactivate a Degree Program .....	23
Close a Degree Program .....	23
Suspend or Reactivate a Degree Program.....	24
Approval Process to Create a New Combination Degree .....	25
Create a New Combination (Undergraduate/Professional) Degree Program .....	25
Create a New Combination (Graduate/Professional) Degree Program .....	26
Creating and Submitting Documents with Tracked Changes .....	28
Naming your Document.....	28
Saving your Document with the Appropriate Name.....	28
Selecting and Copying the Content you want to Edit.....	28
Selecting Content from Correct Source .....	28
Copying the Content .....	28
Copying the Content into your Properly Named Word Document.....	29
Turn Tracked Changes On .....	29
UF Policy on Course Syllabuses.....	30
Frequently Asked Questions (FAQ).....	34
General Questions .....	34
<b>Staff Contact</b> .....	35
<b>Dr. Tobin Shorey</b> .....	35
<b>Ms. Leslie McKenna</b> .....	35
<b>Ms. Madison Henry</b> .....	35

# Professional Curriculum Committee

The Professional Curriculum Committee (PCC) considers all requests for changes in professional curricula, and for the addition of new professional courses of instruction in any of the colleges, divisions, and schools of the University, except the Graduate School.

**Appointment:** The President or the President’s designee shall appoint six (6) voting members, preferably from professional degree-granting colleges or programs within the University. The Senate shall elect six (6) voting members from the faculty at large. Student Government shall select one (1) non-voting member.

**Chair:** A non-voting chair shall be appointed by the President or the President’s designee.

**Co-chair:** A co-chair who shall have the right to vote shall be elected by and from the Committee’s Faculty Senate representatives.

**Term:** Three (3) years for Senate elected members; N/A for those appointed by President and Liaisons: One year (1) for Students.

**Responsibilities:** The Committee shall consider all requests for changes in professional curricula per the Bylaws of the [Faculty Senate Bylaw 20\(A\)\(2\)\(b\)](#), addition of new professional courses of instruction in any of the colleges, divisions and schools of the University, except the Graduate School.

The PCC meets on the fourth Wednesday of every month, at 1:00 pm, in Reitz Union Senate Chambers and via Zoom.

For more information please see the [Professional Curriculum Committee homepage](#).

## **Member Definitions:**

- **Member – Provost:** Voting members of the committee appointed by the President or the President’s designee from the majority of baccalaureate degree-granting colleges within the University.
- **Member – Senate:** Voting members of the committee appointed by the Senate from the faculty at large.
- **Liaison:** Non-voting members of the committee appointed by the Chair to provide subject matter expertise.
- **Student:** Non-voting members of the committee appointed by Student Government.

## **Faculty Senate Bylaw: 20(A)(2)(b)**

Certain committees shall be designated as Joint Committees. These shall include:

- Professional Curriculum Committee. The President or the President’s designee shall appoint six voting members to this committee, preferably from professional degree-granting colleges or programs within the University. The Senate shall elect six voting members from the faculty at large. Student Government shall select one non-voting member. The non-voting chair shall be appointed by the President or the President’s designee. A co-chair who shall have the right to vote shall be elected by and from the Committee Senate representatives. This Committee shall consider all requests for changes in professional curricula, and for the addition of new professional courses of instruction in any of the colleges, divisions, and schools of the University, except the Graduate School. The Committee shall endeavor to eliminate unnecessary proliferation of courses and duplication of subject matter among courses. Ordinarily, the Committee’s decisions on proposals to add courses to the curriculum or to delete courses from the curriculum shall be final, but the department that is offering the course or proposing to offer it, may appeal the Committee’s decision to the Senate. Such an appeal shall be addressed to the Committee, which shall either reverse its earlier decision or ask the Steering Committee to schedule Senate consideration of the appeal. The Committee’s decision on proposals to add, delete, or make changes in programs of instruction leading to professional degrees shall not be a final decision, but shall be submitted to the Senate for final action. When the Committee begins to consider items requiring Senate approval, the Committee’s co-chair shall inform the Chair of the Academic Policy Council.

## PCC Timeline and Deadlines

Throughout the academic year, the PCC works to communicate with members, faculty, and additional participants of the PCC process effectively and efficiently. As stated above, the PCC meets on the fourth Wednesday of every month, at 1:00 pm, in Reitz Union Senate Chambers and via Zoom. To prepare for said meetings, the PCC follows a specific timeline:

- **The Monday after the previous PCC meeting:**
  - Deadline for course and curriculum submissions. These items must be pending at the PCC level to be considered on the next agenda.
  - PCC review assignments will be sent to the Review Subcommittee via an email containing a review document.
- **The second Monday after the previous PCC meeting:**
  - The Review Subcommittee comments are due to the PCC Curriculum and Policy team.
  - The PCC Review Subcommittee will meet to discuss and determine the status of the requests, as well as corrections that could be made by faculty submitters prior to the official PCC meeting.
  - After the Review Subcommittee meeting, corrections will be sent to faculty members for revision.
- **One week before the official PCC meeting:**

- Faculty responses and revisions are due to the PCC Curriculum and Policy team.
- The PCC Agenda for the upcoming meeting is posted on the [PCC Fora homepage](#).
- The PCC Chair and Co-Chair meet to discuss the agenda.

At the beginning of each academic year, the PCC Curriculum and Policy team will notify all applicable participants of the established dates. Communication and reminders to adhere to these deadlines will occur via email.

Please note that dates are subject to change due to holidays, extreme weather, etc. It is encouraged to contact staff members if there are any questions or concerns regarding this process.

## **PCC Subcommittee Guidelines**

When it is necessary to study matters before the committee that require in-depth analysis, a subcommittee may be named by the PCC or at the recommendation of the Chair. Membership in such a subcommittee may include subject matter experts from outside of the PCC membership. Such a subcommittee may be temporary or long-standing in nature. It shall be responsible for making its report to the PCC, and it shall not be designated as a Senate committee.

Currently, the PCC has one long-standing subcommittee: the review subcommittee. This subcommittee is reappointed annually, working with PCC members and faculty submitters to review curriculum and course requests that are scheduled to appear before the PCC.

# Professional Curriculum Policies for Courses and/or Programs

## Approval Decisions

The [UF Approval website](#) is used to transmit the request through each stage of the approval process. All requests must be uploaded and submitted, and all decisions will be communicated via a No-Reply email.

Anyone with a valid GatorLink username and password can access [approval.ufl.edu](http://approval.ufl.edu), however, only those with “approver” access will be able to submit decisions.

If you need to request or change approver access, navigate to: <https://approval.ufl.edu/>.

Hover over the Help tab in the top right corner of the screen, then select Add/Remove Approvers.



Once there, select your college from the dropdown menu, and enter the needed additions or changes.

In the Academic Approval Tracking System, the PCC uses the following policies for request decisions:

- **Approved:** The request will be advanced to the next approval process step.
- **Conditionally Approved:** The request will be sent back to the approval group for the preceding approval process step. This is typically the college. After the PCC comments have been addressed, the previous approval group may again approve the request. Such requests will then typically be handled by PCC staff and not returned to the full PCC.
- **Denied:** The request will be sent back to the original requestor and may not be revised. A new request containing revisions must be submitted.
- **Recycled:** The request will be sent back to the approval group for the preceding approval process step. This is typically the college. After the PCC comments have been addressed,

the previous approval group may again approve the request. Such requests will then return to the full PCC for approval.

- **Tabled:** The request will be considered at a later PCC meeting. This decision is typically used when further information is required by the PCC before making a decision.

## **New Courses and Curriculum Changes**

New courses that are required for a new degree, major, track, certificate, or curriculum change must be approved by the PCC at least a month before the new program or curriculum change is considered by the PCC.

New courses may be offered in the semester following PCC approval by the Statewide Course Numbering System (SCNS).

Minor changes to existing courses may be made effective the semester following PCC approval if the changes do not disadvantage students already enrolled. Most changes to existing courses will be effective the following year.

Starting in the Fall of 2024, the PCC will be requiring any new course requests to contain a syllabus for the proposed course.

## **Syllabus Requirements and Recommendations**

Every Syllabus should include policies related to absences and make-up work. The approved attendance policies can be found on the Colleges' website or may be satisfied by the following statement.

“Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>”

It is recommended that syllabuses include the following statement on academic integrity:

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code.”

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”



The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Conduct Code](#). If you have any questions or concerns, please consult with the instructor or TAs in this class.

[See the UF Policy on Course Syllabuses section for more details.](#)

## **Instructions for External Consultations**

Faculty creating or modifying multidisciplinary programs and/or courses are encouraged to reach out to units that teach similar or overlapping topics early in the curriculum development process. While the PCC is charged with preventing duplication of courses and programs, overlap of content or subjects is allowed and may occur in such cases. The PCC has a form on the approval website to document that such conversations take place. At times, the committee may recommend a consult prior to approving a request if members of the PCC or the review subcommittee notice such overlap without documentation of a consultation.

This process is intended to be collaborative in nature, fostering potential cooperation, communication between units, and keeping subject matter experts connected across programs to produce innovative courses and curriculum.

[External Consultation Form.](#)

# **Professional Certificate Policies**

A certificate may be used to recognize that a student has completed a defined program of specialized, cohesive study consisting of for-credit UF courses and, in the case of professional certificates, any other valid additional experiences, such as internships and international exchanges. Students may earn a certificate offered within the discipline of their academic major as long as the certificate includes unique requirements not used for successful completion of the student's degree program of their major. Students may also earn a certificate from a program outside of the discipline of their academic major but complementary to their major or interests. Certificates may also be used by non-degree seeking students to pursue personal and academic interests and to enhance opportunities for employment and admission to graduate and professional schools.

## **Approval Process**

1. Officially recognized UF certificates will be noted on a student's transcript and will bear the official UF seal upon the student's successful completion of the certificate requirements. To be officially recognized by UF, any organized, for-credit professional

curriculum (including those taken by non-degree-seeking students and those offered by self-funded programs) must be approved by the Professional Curriculum Committee, using the appropriate path in the approval system at <https://approval.ufl.edu/>.

2. Changes (including terminations) to professional certificate programs must be approved by the PCC.
3. Each certificate application must indicate the [CIP Code](#) associated with the program. Departments can only be approved to offer certificate programs that have the same CIP code as their approved professional degree programs. For example, to offer and professional certificate, the unit must have approval for an professional major with the same CIP code as the certificate.
4. A program of study that has not been approved by the university may not be referred to as a certificate program or a specialization. Documentation for students who complete such a program shall not be referred to as a certificate and shall not bear the official UF seal. For example, such programs may be referred to as “Studies in ...,” “Certificate of Completion in,” or “Certificate of Specialization in ...”.

## Requirements for Professional Certificate Programs

1. Proposals for certificates must include Student Learning Outcomes (SLO’s) and appropriate assessment methods.
2. After a certificate has been approved by the PCC, an Academic Assessment Plan must be submitted through the approval site ([approval.ufl.edu](https://approval.ufl.edu/)) to the Academic Assessment Committee for approval.
3. Certificate programs which include only for-credit courses shall require the successful completion of at least nine (9) credits of UF courses with a minimum grade of C or S in each course. A professional certificate may not require the completion of graduate courses.
4. Professional certificate programs may be based in part on other educational or training experiences that are not regarded as normal UF coursework. Valid experiences include internships, externships, clinical rotations, or similar training that has been approved by the college’s national professional accreditation agency, the U.S. Department of Education, or similar agency.
5. Each certificate awarded to a student must have at least nine credits that are distinct from every other certificate or minor for that student. That is, certificates must contain at least nine credits of coursework that are unique to that program out of all other certificates and minors awarded to the student.
6. Courses included in a certificate program may also be used for an professional major. A student may not earn a certificate if all courses required for successful completion of the certificate program are also required by the student’s major for successful completion of the degree. In this case, the student may earn a specialization within the major if the concentration is approved by the Professional Curriculum Committee.
7. Certificates approved after Spring 2013 shall not have the same name as a major, minor, or specialization; however, the names may include shared words. For example, since there is a major and a minor with the name “Mathematics,” no certificate may be named simply “Mathematics” but a new certificate could have the name “Environmental

Mathematics,” “Mathematics in Action,” or some other name that contains “Mathematics” and other terms\*.

8. Students currently enrolled in, or previously awarded a major or minor, may not enroll in a certificate program that has the same name as the major or minor.
9. Colleges shall require an application for all students (degree-seeking, non-degree-seeking, or professional) to enroll in a certificate program. The application must be approved by the academic unit offering the certificate and the college dean or the dean’s representative.
10. Certificates awarded after successful completion of an approved program will be posted to the academic transcript. Comments posted to the transcript will be titled “Professional Certificate in....”
11. For a professional certificate to appear on a student’s transcript, the student must have passed at least one course in the certificate program.
12. Effective Summer B 2014, students must be admitted to a certificate program in order to be awarded the certificate.
13. Students must complete at least 6 credits required for the program after admission to the certificate program.
14. Descriptions of approved certificates will be included in the appropriate university publications and websites.
15. Additional information on policies regarding certificates is available at <http://www.aa.ufl.edu/policies>.

\*The following certificates have the same names as major or minor but are exempt from this requirement as they were approved before this policy was created: Geomatics, Teaching English as a Second Language.

# PCC Academic Approval Process

## Developing or Modifying Courses, Concentrations, Majors, Certificates, Minors, and/or Degree Programs

To begin developing or modifying a professional course, refer to the appropriate guidelines and requirements stated in the above section, [University Curriculum Policies for Courses and/or Programs](#).

## Courses

### Approval Process to Create, Modify or Terminate a New Course

The Professional Curriculum Committee shall consider all requests for changes in professional curricula, and for the addition of new professional courses of instruction in any of the colleges, divisions, and schools of the University, except the Graduate School. To initiate the course approval process when the course design and syllabus are ready, complete the PCC request on the [Academic Approval Website](#). To submit the request for approval of the PCC, go to the *Start New Request* tab on the Academic Approval tracking site. Then click the *Start New Undergraduate Request* button, followed by the *Course: Create a New Course* or the *Course: Modify or Close a Course* tab. To properly submit a new course, please follow the instructions at that site. The Academic Approval tracking site will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

1. **Department**: The Chair or other designated approver for the department that will offer the course, typically following review by the department curriculum committee.
2. **College**: The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **PCC**: The Professional Curriculum Committee.
4. **SCNS**: The Florida Board of Education, with inclusion of the course in the Statewide Course Numbering System.
5. **OUR**: The Office of the University Registrar implements any approved changes into the student systems, including the catalog.

Following approval at each of these steps, a final verification is done to ensure that all approved changes were properly entered into the undergraduate catalog, effective in the term approved for the request **(CAT)**. The Graduate Catalog (**GCAT)** is subsequently notified of the request approval. The change will then be entered into the Student Academic Support System (**SASS)**, effective in the term approved for the request. Finally, the **College** is then notified of the request approval.

\*The catalog (**CAT)** step has been retained as part of the parallel undergraduate process.

## Required Documents

- [External Consultation form](#), if appropriate – download, complete electronically and save to your computer (refer to the [External Consultations](#) page for policies and instructions). You will upload this document at a later step.
- Please check with your College Curriculum Committee regarding any additional paperwork which may be required prior to submission.

# Concentrations

## Approval Process to Create or Close a Concentration

A concentration is an organized curriculum within a graduate or professional major that enhances or complements the major in a manner which leads to specific educational or occupational goals. This process should be used to create a new concentration in an existing professional major.

To initiate the concentration approval process, complete the PCC request on the [Academic Approval Website](#). To submit the request for approval of the PCC, go to *the Start New Concentration Request* tab on the Academic Approval tracking site. Then click the *Start Request* button, followed by *the Concentration: Create a Concentration* tab. To properly submit a new concentration, please follow the instructions at that site. The Academic Approval tracking site will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

1. **Department:** The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College:** The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **PCC:** The Professional Curriculum Committee.
4. **OUR:** Office of the University Registrar.

After the approval of the previous steps the catalog **(CAT)** and Student Academic Support System (**SASS**), will be effective in the term approved for the request. Finally, the **College** is notified of the request approval.

\*The catalog **(CAT)** step has been retained as part of the parallel undergraduate process.

## Required Documents

- Supporting Documentation: Memos, emails, etc. from other units to provide evidence of the availability of courses that are required in the concentration and/or to provide

evidence for support of the proposed concentration if there is clear or potential overlap or duplication of content.

### **Specific Notes About the Closing Process and Required Documents**

- The request will be approved at the College, and then sent directly to the Professional Curriculum Committee (**PCC**).
- There are no required documents needed to close a concentration.

## **Approval Process to Modify a Professional Concentration**

A concentration is an organized curriculum within a graduate or professional major that enhances or complements the major in a manner which leads to specific educational or occupational goals. This process should be used to modify a concentration in an existing professional major.

To initiate the modification of a Concentration approval process, complete the PCC request on the [Academic Approval Website](#). To submit the request for approval of the PCC, go to the *Start New Request* tab on the Academic Approval tracking site. Then click the *Start New Professional Request* button, followed by the *Concentration: Modify a professional concentration* tab, and then click on the *Modify Concentration, Professional*. To properly submit these requests, please follow the instructions at that site. The Academic Approval tracking site will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

1. **Department**: The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College**: The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **PCC**: The Professional Curriculum Committee.
4. **OUR**: Office of the University Registrar.

After the approval of the previous steps the catalog \*(**CAT**) and Student Academic Support System (**SASS**), will be effective in the term approved for the request. Finally, the **College** is notified of the request approval.

\*The catalog (**CAT**) step has been retained as part of the parallel undergraduate process.

### **Required Documents:**

- Supporting Documentation from other colleges indicating:
  - Availability of seats in their courses that are required for the program.
  - Support for the proposed application, if overlap is a concern.

# Majors

## Approval Process to Create a New Major

A major is an organized curriculum offered as part or all of a degree program. A major may have the same name as the degree program, but the [CIP](#) code is assigned to the degree program. Creation of a major that will not be associated with an existing degree program requires the creation of a new degree program. In creating a new major under an existing professional degree program, it must be reasonably associated with the degree program and share common core courses with any other major(s) in the same degree program.

All new majors require an Academic Assessment Plan (AAP) to be submitted for approval during the first semester students are enrolled in the major. More information on AAPs is at the [Institutional Assessment site](#).

To initiate the major approval process, complete the PCC request on the [Academic Approval Website](#). To submit the request for approval of the PCC, go to the *Start New Request* tab on the Academic Approval tracking site. Then click the *Start New Professional Request* button, followed by the *Major: Create a New Major* tab. To properly submit a new major, please follow the instructions at that site. The Academic Approval tracking site will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

1. **Department**: The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College**: The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **APUG**: Associate Provost for Undergraduate Affairs.
4. **PCC**: The Professional Curriculum Committee.
5. **FSSC**: Faculty Senate Steering Committee.
6. **Senate**: Faculty Senate.
7. **AA**: Academic Affairs.

Following approval at each of these steps, the Board of Trustees (**BOT**), Academic Affairs (**AA**), the Office of the University Registrar (**OUR**), and the Office of Institutional Planning and Research (**OIPR**), are notified of the request. The catalog step has been retained as part of the parallel undergraduate process. Then, the change will be entered into the undergraduate catalog, **\*CAT**, effective in the term approved for the request. Subsequently, the change will be entered into the Student Academic Support System (**SASS**). The Academic Assessment Committee (**AAC**) and the **College** are then notified of the approval request.

\*The catalog (**CAT**) step has been retained as part of the parallel undergraduate process.

### **Required Documents:**

- Supporting Documentation: Memos, emails, etc. from other units to provide evidence of the availability of courses that are required for the major and/or to provide evidence for support of the proposed major if there is clear or potential overlap or duplication of content.

## **Approval Process to Modify a Professional Major**

While modifying an existing professional major, you have a few options in the approval system that pertain to specific modifications: *Modify the curriculum of a major*; *Change the total required credits of a major*; or *Change the name of a major*. All options will be explained with the following information.

To initiate the modification of a major approval process, complete the PCC request on the [Academic Approval Website](#). To submit the request for approval of the PCC, go to the *Start New Request* tab on the Academic Approval tracking site. Click the *Start New Professional Request* button, followed by the *Major: Modify a Major* tab, and then select the appropriate modification request. To properly submit these requests, please follow the instructions at that site. The Academic Approval tracking site will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

### **Modifying the Curriculum of a Professional Major:**

This process should be used to change the required or elective coursework in a professional major. This process should **NOT** be used to change the total credits, limited access status, major name, delivery platform or funding model. Changes to honors criteria for a major do not require approval above the level of the college and therefore need not be submitted using the academic approval tracking system.

Modifications to a major may necessitate revision of its Academic Assessment Plan. Consult the [SACSCOC](#) coordinator of the appropriate college for assistance with the process.

1. **Department:** The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College:** The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **APUG:** Associate Provost for Undergraduate Affairs.
4. **PCC:** The Professional Curriculum Committee.
5. **OUR:** Office of the University Registrar.

Then, a final verification is done to ensure that all approved changes were properly entered into the undergraduate catalog, effective in the term approved for the request \*(**CAT**). The change will then be entered into the Student Academic Support System (**SASS**), effective in the term



approved for the request. Finally, the Academic Assessment Committee (**AAC**) and the **College** are notified of the approval request.

\*The catalog (**CAT**) step has been retained as part of the parallel undergraduate process.

#### **Required Documents:**

- Supporting Documentation from other colleges indicating:
  - Availability of seats in their courses that are required for the program.
  - Support for the proposed application, if overlap is a concern.

#### **Changing the Total Credit Hours of a Professional Degree Program:**

To change the credits of a major, you must change the credits of the degree program (all majors in a degree program must have the same number of required credits). [Go to change Credits of a Professional Degree Program.](#)

#### **Changing the Name of a Professional Major:**

This process should be used to change the name of an professional major.

1. **Department:** The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College:** The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **APUG:** Associate Provost for Undergraduate Affairs.
4. **PCC:** The Professional Curriculum Committee.
5. **FSSC:** Faculty Senate Steering Committee.
6. **Senate:** Faculty Senate.
7. **AA:** Academic Affairs.

Following approval at each of these steps, the Board of Trustees (**BOT**) is notified, pushing the process to the Office of the Registrar (**OUR**) for approval. The Office of Institutional Planning and Research (**OIPR**) is notified of the request, and the change is then sent to the undergraduate catalog \*(**CAT**) and the Student Academic Support System (**SASS**) to become effective in the term approved for the request. Finally, the **College** is notified of the request approval.

\*The catalog (**CAT**) step has been retained as part of the parallel undergraduate process.

## Approval Process to Close a Professional Major

This process should only be used to request the closure (termination) of an existing major under an existing [degree program](#) (with a [CIP code](#)) if the degree program contains other majors at the same degree level. To instead close all majors at the same level in the degree program, follow the procedures for [closing a degree program](#).

For example, the process below should be used if a degree program at the professional level has two majors, and the intent is to close only one of them. However, the procedures of closing a degree program would apply if this degree program has only a single (Professional) major, even if there are other degree programs with the same [CIP code](#) at other levels (for instance Masters and Doctorate levels).

1. **Department:** The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College:** The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **APUG:** Associate Provost for Undergraduate Affairs.
4. **PCC:** The Professional Curriculum Committee.
5. **\*SACSD [N]:** The UF SACS Director is notified of the request.
6. **FSSC:** Faculty Senate Steering Committee.
7. **Senate:** Faculty Senate.
8. **AA:** Academic Affairs.
9. **SACSD:** SACS Director.

Following approval at each of these steps, the Board of Trustees (**BOT**) is notified, pushing the process to the Office of the Registrar (**OUR**) for approval. Then Office of Institutional Planning and Research (**OIPR**) is notified of the request, and the change is sent to the undergraduate catalog **\*CAT** and the Student Academic Support System (**SASS**) to become effective in the term approved for the request. Finally, the Academic Assessment Committee (**AAC**) and the **College** are notified of the request approval.

\*The catalog (**CAT**) step has been retained as part of the parallel undergraduate process.

### Required Documents:

- Supporting Documents: Provide evidence of consultation with and support from any other affected academic units.

# Certificates

## Approval Process to Create a New Certificate

All new for-credit certificates must be approved by the PCC and must include [student learning outcomes](#) and associated assessments. Refer to the [Undergraduate and Professional Certificate Policies](#) section for additional information on the certificate approval process, curriculum requirements, and administration.

New for-credit certificates also require an Academic Assessment Plan (AAP) to be submitted for approval during the first semester students are enrolled in the certificate. More information on AAPs is at the [Institutional Assessment site](#).

To initiate the certificate approval process, complete the PCC request on the [Academic Approval Website](#). To submit the request for approval of the PCC, go to the *Start New Request* tab on the Academic Approval tracking site. Then click the *Start New Professional Request* button, followed by the *Certificate: Create a New Certificate* tab. To properly submit a new certificate, please follow the instructions at that site. The Academic Approval tracking site will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

1. **Department**: The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College**: The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **OIPR**: Approval of CIP code is required from the Office of Institutional Planning and Research. Note: All certificates must use a CIP code already approved for an undergraduate, graduate or professional degree program.
4. **APUG Review**: Associate Provost for Undergraduate Affairs.
5. **PCC**: The Professional Curriculum Committee.
6. **OUR**: The Office of the University Registrar.

Following approval at each of these steps, The Office of Institutional Planning and Research (**OIPR**) is notified of the request. Then, a final verification is done to ensure that all approved changes were properly entered into the undergraduate catalog, effective in the term approved for the request **(CAT)**. The change will then be entered into the Student Academic Support System (**SASS**), effective in the term approved for the request. Finally, the Academic Assessment Committee (**AAC**) and the **College** are notified of the request approval.

\*The catalog (**CAT**) step has been retained as part of the parallel undergraduate process.

### Required Documents:

- Supporting Documentation: Memos, emails, etc. from other units to provide evidence of the availability of courses that are required for the certificate and/or to provide evidence for support of the proposed certificate if there is clear or potential overlap or duplication of content.

## Approval Process to Modify or Close a Certificate

Similar to creating a new certificate, go to *the Start New Request* tab on the Academic Approval tracking site to initiate the process of modifying or closing a certificate. Then click the *Start New Professional Request* button, followed by *the Certificate: Modify an Existing Certificate* or *Close an Existing Certificate* tab. To properly submit this request, please follow the instructions at that site. The Academic Approval tracking site will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

1. **Department:** The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College:** The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **OIPR:** Approval of CIP code is required from the Office of Institutional Planning and Research. Note: All certificates must use a CIP code already approved for an undergraduate, graduate or professional degree program.
4. **APUG Review:** Associate Provost for Undergraduate Affairs.
5. **PCC:** The Professional Curriculum Committee.
6. **OUR:** The Office of the University Registrar.

Following approval at each of these steps, The Office of Institutional Planning and Research (**OIPR**) is notified of the request. Then, a final verification is done to ensure that all approved changes were properly entered into the undergraduate catalog, effective in the term approved for the request **(CAT)**. The change will then be entered into the Student Academic Support System (**SASS**), effective in the term approved for the request. Finally, the Academic Assessment Committee (**AAC**) and the **College** are then notified of the request approval.

\*The catalog **(CAT)** step has been retained as part of the parallel undergraduate process.

### Specific Notes About the Closing Process and Required Documents

- To close a certificate, please follow the same steps as that describe above. However, the request will not need to be approved by the Associate Provost for Undergraduate Affairs (**APUG**). The request will be approved at the College, and then sent directly to the Professional Curriculum Committee (**PCC**).
- There are no required documents needed to close a certificate.

# Degree Programs

## Approval Process to Create a New Professional Degree Program

This process should be used to request a new degree program. This process may only be used if UF is not already approved to offer the same degree program level (e.g. Bachelor's, Professional, Doctorate) under the requested [CIP code](#). If UF is already approved to offer the same degree program level under the requested CIP code, then the appropriate request may instead be a new major in an existing degree program, or a new track in an existing major. The proposed degree program must include at least one major but may have multiple majors.

All degree programs and majors must have associated [Academic Learning Compacts and Student Learning Outcomes](#).

### Pre-Proposal Process

Approval for any new degree program begins with the following pre-proposal process. The pre-proposal process does not use the academic approval tracking system. The [criteria for evaluation of new academic programs](#) include: the program description; the assessment of need, demand and institutional priority; the planning process and timetable; the curriculum and articulation; and institutional resources.

1. Download and complete the [Pre-Proposal form](#) (.docx).
2. Vet the pre-proposal through the college using email (DO NOT use the academic approval tracking system).
3. Submit the pre-proposal to the Provost's Office, Office of Undergraduate Affairs. The pre-proposal will be considered by the Provost's Office staff and the provost will make a final decision. If approved to go forward, the degree program will be included on the university's Work Plan.

### Proposal Process Steps

Following approval of the pre-proposal (above), the proposal may be submitted to academic approval tracking, subject to the following conditions:

- Any new course requests related to the degree program must be approved prior to this submission.

The academic approval tracking system will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

1. **Department:** The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.

2. **College:** The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **OIPR:** Approval of the CIP code is required by the Office of Institutional Planning and Research).
4. **APUG:** Associate Provost for Undergraduate Affairs.
5. **PCC:** The Professional Curriculum Committee.
6. **FSSC:** Faculty Senate Steering Committee.
7. **Senate:** Faculty Senate.
8. **AA:** Academic Affairs.
9. **BOT:** Board of Trustees.
10. **BOG:** Board of Governors.

Following approval at each of these steps, Academic Affairs (**AA**) is notified of the request. Approval is then required from the Office of the University Registrar (**OUR**), which send a notification regarding the request to the Office of Institutional Planning (**OIPR**). The approved changes are then properly entered into the undergraduate catalog \*(**CAT**) and the Student Academic Support System (**SASS**), effective in the term approved for the request. Finally, the **Academic Assessment Committee** and **College** are notified of the request approval.

\*The catalog (**CAT**) step has been retained as part of the parallel undergraduate process.

### Required Documents

\*\*Please download the appropriate forms from the following SharePoint link:

- New Degree Proposal forms – [SharePoint](#)
  - New Degree Proposal – Download, complete electronically, and save on your computer.
  - New Degree Proposal Worksheet – Download, complete electronically, and save on your computer.
- Supporting Documentation:
  - Include memos, emails, etc. from other units to provide evidence of the availability of courses that are required in the degree program and/or to provide evidence for support of the proposed program if there is a clear or potential overlap or duplication of content.

## Approval Process to Modify a Degree Program

In modify an existing degree program, you have a few options in the approval system that pertain to specific modifications: *Change Total Required Credits; Change the Degree Program Name; or Modify Common Prerequisites*. All options will be explained with the following information.

To initiate the modification of a degree program approval process, complete the PCC request on the [Academic Approval Website](#). To submit the request for approval of the PCC, go to the *Start New Request* tab on the Academic Approval tracking site. Click the *Start New Professional Request* button, followed by the *Degree Program: Modify a Degree Program* tab, and then select the appropriate modification request. To properly submit these requests, please follow the

instructions at that site. The Academic Approval tracking site will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

### **Change Total Required Credits**

This process should be used to change the required credit hours of a professional degree program. Changing the required credits hours will typically also include modification of the curriculum for each major. The academic approval tracking system will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

1. **Department:** The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College:** The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **PCC:** The Professional Curriculum Committee.
4. **UCC:** [N]The University Curriculum Committee
5. **FSSC:** Faculty Senate Steering Committee.
6. **Senate:** Faculty Senate.
7. **AA:** Academic Affairs.
8. **BOT:** Board of Trustees.
9. **BOG:** Board of Governors.

Following approval at each of these steps, Academic Affairs (**AA**) is notified of the request. Approval is then required from the Office of the University Registrar (**OUR**), which send a notification regarding the request to the Office of Institutional Planning (**OIPR**). Finally, the **College** is notified of the request approval.

### **Required Documents**

- [Prospectus Info for Program Length Change](#)-if changing the total credit hours (increase or decrease) by 25% or more *AND* students' expected time to completion increases or decreases by more than one term the Prospectus Info for Program Length Change will need to be completed and uploaded to the request.
- Supporting Documentation from other colleges indicating availability of seats in courses that are affected by the change in credits.

### **Changing the Degree Program Name**

This process should be used to change the name of an professional degree program.

1. **Department:** The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.

2. **College:** The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **APUG:** Associate Provost for Undergraduate Affairs.
4. **PCC:** The Professional Curriculum Committee.
5. **FSSC:** Faculty Senate Steering Committee.
6. **Senate:** Faculty Senate.
7. **AA:** Academic Affairs.

Following approval at each of these steps, the Board of Trustees (**BOT**) is notified, pushing the process to the Office of the Registrar (**OUR**) for approval. The Office of Institutional Planning and Research (**OIPR**) is notified of the request, and the change is then sent to the undergraduate catalog **\*CAT** and the Student Academic Support System (**SASS**) to become effective in the term approved for the request. Finally, the **College** is notified of the request approval.

\*The catalog (**CAT**) step has been retained as part of the parallel undergraduate process.

## Approval Process to Close, Suspend, or Reactivate a Degree Program

### **Close a Degree Program**

Use this process to close (terminate) a professional degree program, in accordance with Board of Governors Regulation 8.012. Reasons for program closure (termination) include insufficient enrollment or student interest, duplicate programs, misalignment with mission or strategic plan, or changes in the discipline.

The academic approval tracking system will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

1. **Department:** The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College:** The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **APUG:** Associate Provost for Undergraduate Affairs.
4. **PCC:** The Professional Curriculum Committee.
5. **\*SACSD [N]:** The UF SACS Director is notified of the request.
6. **FSSC:** Faculty Senate Steering Committee.
7. **Senate:** Faculty Senate.
8. **SACSD:** UF SACS Director.
9. **AA:** Academic Affairs.
10. **BOT:** Board of Trustees.



11. **BOG**: Board of Governors.

Following approval at each of these steps, Academic Affairs (**AA**) is notified of the request, which then pushes the request to the Office of the University Registrar (**OUR**) for approval. The Office of Institutional Planning and Research (**OIPR**) is notified of the request, and the change is then sent to the undergraduate catalog \*(**CAT**) and the Student Academic Support System (**SASS**) to become effective in the term approved for the request. Finally, the **College** is notified of the request approval.

\*The catalog (**CAT**) step has been retained as part of the parallel undergraduate process.

### Required Documents

- [BOG Program Termination Form](#): Download, complete electronically, and save on your computer.

### **Suspend or Reactivate a Degree Program**

Programs with consistently low enrollments, or programs that are not currently active, should be suspended or closed. Suspended programs are still required to perform any required annual or cyclic reviews.

The academic approval tracking system will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

1. **Department**: The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College**: The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **APUG**: Associate Provost for Undergraduate Affairs.
4. **PCC**: The Professional Curriculum Committee.
5. **AA**: Academic Affairs.
6. **BOG**: Board of Governors.
7. **OUR**: Office of the University Registrar

Following approval at each of these steps, the Office of Institutional Planning and Research (**OIPR**) is notified of the request, and the change is then sent to the undergraduate catalog \*(**CAT**) and the Student Academic Support System (**SASS**) to become effective in the term approved for the request. Finally, the **College** is notified of the request approval.

\*The catalog (**CAT**) step has been retained as part of the parallel undergraduate process.

### Required Documents

- **Program Suspension:** [BOG Suspension of New Enrollments Form](#) – Download, complete electronically, and save on your computer.
- **Program Reactivation:** [BOG Reactivation of Suspended Programs Form](#) – Download, complete electronically, and save on your computer.

## Approval Process to Create a New Combination Degree

### Create a New Combination (Undergraduate/Professional) Degree Program

A Combination Degree Program allows academically advanced undergraduate students to take professional courses before completing the bachelor's degree and to "double-count" a specified number of professional credits toward both a bachelor's and a professional degree (if admitted into the professional program). Combination degree programs may only be created from existing, already-approved programs. **A proposal for an undergraduate/professional combination degree program should be submitted via the undergraduate department.**

This process should be used for a combination degree program that double-counts credits. Refer to [Developing a Combination Degree Program](#) for additional information, including a list of existing degree programs.

The academic approval tracking system will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification:

1. **Department:** The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College:** The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **DIA:** Director of Institutional Assessment.
4. **APUG:** Associate Provost for Undergraduate Affairs.
5. **APAF:** Associate Provost for Academic and Faculty Affairs.
6. **UCC:** The University Curriculum Committee.
7. **PCC:** The Professional Curriculum Committee.
8. **Provost:** Office of the Provost.
9. **OUR:** Office of the University Registrar.

Following approval at each of these steps, the Office of Institutional Planning and Research (**OIPR**) is notified of the request, and the change is then sent to the undergraduate catalog

\***(CAT)** and the Student Academic Support System (**SASS**) to become effective in the term approved for the request. Finally, the **College** is notified of the request approval.

\*The catalog **(CAT)** step has been retained as part of the parallel undergraduate process.

### **Required Documents**

- Letter of Agreement: Between the undergraduate and graduate degree programs, which states acknowledgement and support of this proposal including signatures from department chairs from each unit.
- Supporting documentation:
  - Provide memos, emails, etc. to provide evidence for support of the proposed program if there is clear or potential overlap or duplication of content with other units. A letter signed by representatives.

### **Create a New Combination (Graduate/Professional) Degree Program**

A Combination Degree Program allows academically advanced undergraduate students to take graduate courses before completing the bachelor's degree and to "double count" a specified number of graduate credits toward both a bachelor's and a master's degree (if admitted into the graduate program). Combination degree programs may only be created from existing, already-approved programs.

This process should be used for a combination degree program that double-counts credits. Refer to [Developing a Combination Degree Program](#) for additional information, including a list of existing degree programs.

1. **Department:** The Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.
2. **College:** The Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.
3. **DIA:** Director of Institutional Assessment.
4. **APUG:** Associate Provost for Undergraduate Affairs.
5. **APAF:** Associate Provost for Academic and Faculty Affairs.
6. **GC:** Graduate Council
7. **PCC:** Professional Curriculum Committee.
8. **GS [N]:** Graduate School
9. **Provost:** Office of the Provost.
10. **OUR:** Office of the University Registrar.

Following approval at each of these steps, the Office of Institutional Planning and Research (**OIPR**) is notified of the request, and the change is then sent to the undergraduate catalog \***(CAT)** and the Student Academic Support System (**SASS**) to become effective in the term approved for the request. Finally, the **College** is notified of the request approval.

\*The catalog (**CAT**) step has been retained as part of the parallel undergraduate process.

### **Required Documents**

- Letter of Agreement: Between the undergraduate and professional degree programs, which states acknowledgement and support of this proposal including signatures from department chairs from each unit.
- Supporting documentation:
  - Provide memos, emails, etc. to provide evidence for support of the proposed program if there is clear or potential overlap or duplication of content with other units. A letter signed by representatives.

# Creating and Submitting Documents with Tracked Changes

Any submission which includes updated catalog content, whether it goes through PCC approval or is directly sent to the catalog publisher, should be done in Microsoft Word with Tracked Changes turned on. This not only ensures that all of the edits that you wanted are carried out, but is also the best way to inform PCC members of what is being added and what is being removed, which facilitates their PCC role.

Start with an open Word document with Tracked Changes turned OFF.

## Naming your Document

It seems a simple thing, but how documents are named can be a great help or a great hindrance when it comes to future discovery. If you're creating a document for a program, please use the full and actual major/minor/or certificate name. If you're doing a course, please include the prefix and number of the course.

## Saving your Document with the Appropriate Name

Save the document on your local computer.

## Selecting and Copying the Content you want to Edit

### Selecting Content from Correct Source

The next step is to go to the source to copy out the current verbiage. **It is very important to ALWAYS go to the latest/current version of the catalog to copy your content.** If you use content saved on your own computer that may be out of date, it makes the approval and implementing processes much more difficult.

### Copying the Content

When you find your desired content in the catalog, select all of the content that you want to edit (in a submission for a program change, you would copy over everything but the Academic Learning Contact portion (ALC)). The easiest method is to drag select all of the content you want with your mouse.

After that, you can right click the selected text and select COPY on the menu, or you can use a keyboard shortcut. CTRL+C will copy all of the selected text onto your Windows clipboard.

**At this point, Tracked Changes should still not be turned on.**

## **Copying the Content into your Properly Named Word Document**

Insert your cursor into your blank document at the top, then right-click your mouse and select PASTE, or simply hit CTRL+A on your keyboard to paste the content from your clipboard. SAVE your content.

## **Turn Tracked Changes On**

Now that we have all of the most up to date content copied into your saved Word document, we want to turn on Tracked Changes. This way the document will capture all of your editing changes.

To turn on Tracked Changes, go to the Review tab at the top of your Word toolbar. Then click Track Changes. That's it! Now everything you change will have a record of what it was and what you want it to be.

**TIP:** If you want to undo something, use the UNDO button at the top of the toolbar, or alternately, use CTRL+Z to undo your last change. It may take several times to undo all that you want to undo. This is the preferable method as if you just correct your edits in the normal way, this could clutter up the tracked changes and make it harder to accurately discern your intent.

# UF Policy on Course Syllabuses

To facilitate clear communication about courses between students and faculty, the University of Florida has adopted this policy requiring departments and course instructors to make available for free for each course, a syllabus containing specific information about the structure of the course. Instructors also must submit copies of course syllabuses to the departmental office to document compliance with this syllabus policy.

Please note this policy is not course-content oriented. What individual instructors deem important as technical information in their courses and syllabuses is a matter of academic freedom and best determined by that instructor. The university policy relates only to information that must appear in common in all course syllabuses, independent of course level or discipline.

## A. All UF course syllabuses must contain:

1. Course title, instructor's contact information including office location, telephone number, and email address; TA contact information if applicable.
2. Office hours for the instructor (and TA if applicable) during which students may meet with the instructor(s).
3. Course objectives and/or goals.
4. A weekly course schedule of topics and assignments.
5. Methods by which students will be evaluated and their grade determined.
6. A statement related to class attendance, make-up exams and other work such as:
  - Requirements for class attendance and make-up exams, assignments, and other work in the course are consistent with university policies. [See UF Academic Regulations and Policies for more information regarding the University Attendance Policies.](#)
7. A statement related to accommodations for students with disabilities such as:
  - Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. [See the "Get Started With the DRC" webpage on the Disability Resource Center site.](#) It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.
8. A list of all required and recommended textbooks.
9. Information on current UF grading policies for assigning grade points. This may be achieved by including [a link to the University grades and grading policies.](#)
10. A statement informing students of the online course evaluation process such as:
  - Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under

GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

11. Materials and Supplies Fees, if any.

## **B. Online course syllabus recommendation.**

It is recommended that syllabuses include a statement about preferred methods for public and private communication regarding the course and a method for resolving technical issues (e.g. [visit the helpdesk website](#) or call 352-392-4357).

## **C. The following content is suggested:**

1. Critical dates for exams or other work.
2. Class demeanor expected by the professor (late to class, cell phones, etc.)
3. The University's honesty policy regarding cheating, plagiarism, etc. Suggested wording:
  - UF students are bound by The Honor Pledge which states "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [See the UF Conduct Code website for more information](#). If you have any questions or concerns, please consult with the instructor or Tas in this class.
4. In-Class Recording suggested wording:
  - Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal education use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.
  - A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and deliver by an instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentation such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private



conversations between students in the class or between a student and the faculty or guest lecturer during a class session.

- Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless, of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

5. Campus Resources:

- Health and Wellness

*U Matter, We Care:* If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

*Counseling and Wellness Center:* [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

*Student Health Care Center:* Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

*University Police Department:* [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

*UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

*GatorWell Health Promotion Services:* For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic SPCCess, visit the [GatorWell website](#) or call 352-273-4450.

- Academic Resources

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

[Career Connections Center](#): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

[Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources. Call 866-281-6309 or email [ask@ufl.libanswers.com](mailto:ask@ufl.libanswers.com) for more information.

[Teaching Center](#): 1317 Turlington Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

[Writing Studio](#): Daytime (9:30am-3:30pm): 2215 Turlington Hall, 352-846-1138 | Evening (5:00pm-7:00pm): 1545 W University Avenue (Library West, Rm. 339). Help brainstorming, formatting, and writing papers.

Academic Complaints: Office of the Ombuds; [Visit the Complaint Portal webpage for more information](#).

Enrollment Management Complaints (Registrar, Financial Aid, Admissions): [View the Student Complaint Procedure webpage for more information](#).

#### **D. Additional Information:**

Instructors are reminded that any use of students as subjects in research projects **MUST** receive clearance from the "human subjects" board **PRIOR** to beginning the project. This policy also includes any survey research or research done by undergraduate or graduate students for class assignments.

The syllabuses for all courses and sections offered each semester must be posted on publicly accessible websites. A college may choose to meet this requirement by posting all its syllabuses on a single site or on the web pages of individual departments. Syllabuses must be posted at least three days prior to the first day of classes and must be retained on this site for at least three complete semesters (counting summer as a single semester).

Any questions regarding this policy should be directed to Dr. Chris Hass, Associate Provost for Academic and Faculty Affairs, at 352-392-4792.

# Frequently Asked Questions (FAQ)

Here you will find answers to some of the commonly asked questions about the Academic Approval Tracking Application.

## General Questions

- **Q:** What courses and programs require approval?
  - **A:** All college credit courses, certificates, and degree programs require approval, though graduate, undergraduate, and professional programs often have different approval steps. Please see the [Policies](#) page for more specific information.
- **Q:** How long does the approval process take?
  - **A:** The length of the approval process depends on the number of required approvals and whether the required forms were correctly filled out when the request was first submitted. While the approval process could be quite fast from department approval to college approval, the [University Curriculum Committee](#), the [Graduate Curriculum Committee](#), and the Board of Governors only meet a few times each year. No academic approval process can be completed without approval from at least one of these groups.
- **Q:** Who can make changes to requests?
  - **A:** The original submitter can make changes to the documents attached to a request at any time.
    - Approvers may make changes to the documents only when the request is pending in their area of authority. For example, a College of Education Approver may only upload documents when a request is pending at the College of Education. In general, it is assumed that Approvers will only upload new documents for minor changes, such as typos. For substantive changes, the original submitter should upload the new documents.
- **Q:** Is there a list of all the College and Department level approvers?
  - **A:** You can see a list of all College and Department level approvers on the [Groups & Approvers](#) page. If an approver needs to be added or removed from the Approver list, the department chair or appropriate college administrator can submit a [Change Approver Request](#).
- **Q:** How do I see the status of my request(s)?
  - Click on the tab “Reports → Requests Submitted by You.” Sign in with your GatorLink account, and the requests that you have submitted will be automatically displayed.

# Staff Contact

## **Dr. Tobin Shorey**

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