

Course Change Proposal Guidelines (Revised 2025)

The following serve as guidelines when reviewing for approval of a Course Change proposal. Please follow each step to assure the completion of this form in Coursedog.

Coursedog

1. Visit the Faculty Senate Website: Gain access through following instructions on Faculty Senate “curriculum” tab
2. Read the Curriculum Calendar to note University Deadlines (also ask about your college’s)
3. Common Errors /Recommendations in completing the Form:
 - Many areas that faculty left blank in the previous paper method will not happen in Coursedog. The required fields must be completed to submit.
 - The course description is longer than when doing paper forms prior to fall 2024, now limited to 350 characters (including spaces and symbols)
 - Course objectives need to be measurable and reflect level of course – see 1d. below
4. All supporting documents should be included (e.g., email(s) communication with other departments on duplication/overlap with existing FIU courses)
 - Does this proposed change impact the assessment process of a program or certificate? This question refers to the student learning outcomes of a degree program and the specific courses used to gather student artifacts to assess critical thinking, communication, content knowledge, etc. Typically, courses that reflect culminating experiences of a degree are identified in the assessment plan.
5. Insert the justification in the Coursedog form, which clearly and accurately describes the rationale for the course change.

Syllabus

Be sure that the **syllabus reflects all changes that were requested** on the Course Change form cover page.

The following link can be used to get assistance from the Center for the Advancement of Teaching on creating Student Learning Outcome:

<https://cat.fiu.edu/services/schedule-a-consultation/index.html>

- 1) Required Syllabus Components: (Generic Syllabus not specific to any semester)
 - a) Course Prefix and number and full name as published in the catalog or course change form if a description change is requested.
 - b) Prerequisites and co-requisites (if any).
 - c) Course Description: The description from the Course Change form must be reflected (but does not have to be verbatim). A detailed description is acceptable to provide students with a more specific course overview. If no course description change is requested, it is still important to correctly illustrate the current catalog description in the syllabus (It is confusing to Curriculum Committee reviewers and the Office of the Registrar when the syllabus course description is out of sync with the catalog).
 - d) Course Objectives/Learning Outcomes: Review student learning outcomes to ensure that they are written using measurable verbs (e.g., [Bloom’s Taxonomy](#)). Note the Faculty Senate Curriculum review process includes the determination of the course outcomes reflecting the higher-level learning of a college course (lower division, upper division, graduate).
 - e) Required purchases including textbooks (including ISBN), lab supplies, artistic supplies, and professional and ancillary items. If there is no required text, a list of readings should be included to reflect the depth of learning expected of students. Texts/readings should be from valid sources and with explanation as to the inclusion of “classic” materials.
 - f) Grading standards to be used in calculating final grades.
 - g) A tentative outline that includes major topics a weekly format to provide a sense to the review committee of the amount of time devoted to course material

- h) Performance measures for evaluation in awarding final grades. The major assignments should reflect appropriate rigor for the course level (lower division, upper division, graduate).
- i) Any policies of the instructor and/or department policies that may impact a student's enrollment or final grade.

The following documents can assist with ensuring that the submitted syllabus meets all the requirements:

[Faculty Handbook](#) (Pages 35-39)

Syllabi Requirements [Policy and Procedures Library - 300.010 Course Syllabi Requirements](#)