

FLORIDA DEPARTMENT OF EDUCATION



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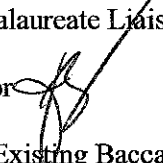
Dr. Willis N. Holcombe, Chancellor
Division of Florida Colleges



May 16, 2011

MEMORANDUM

TO: Vice Presidents for Academic Affairs, Baccalaureate Liaisons

FROM: Dr. Judith Bilsky, Executive Vice Chancellor 

SUBJECT: Adding or Modifying Concentrations to an Existing Baccalaureate Degree Program

As more baccalaureate degree programs are being approved within The Florida College System, some colleges have inquired about adding concentrations to an existing program, or modifying the concentrations for degree programs that are already being offered at the college.

The attached *Application to Add or Modify Concentrations to an Existing Baccalaureate Degree Program* template should be used when requesting additions or modifications. **Please note that we have recently added word limits to some of the sections of the application.**

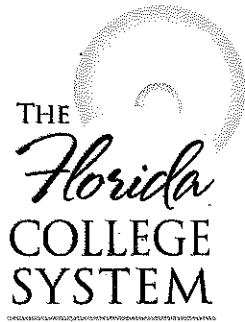
Questions may be directed to Ms. Abbey Cunningham, Coordinator of Baccalaureate Programs at Abbey.Cunningham@fldoe.org or (850) 245-9492.

WH/ac

Attachment

c: Florida College System Presidents
Dr. Willis N. Holcombe
Ms. Julie Alexander
Ms. Patricia Frohe
Ms. Abbey Cunningham





The Florida College System

**Application to Add or Modify Concentration(s) to an
Existing Baccalaureate Degree Program**

Institution:

Baccalaureate Degree Contact:

Name:

Title:

Phone:

Email:

Degree Type (BS, BAS):

Degree Title:

List of Current Concentration(s) in Program *(if applicable)*:

List of Concentration(s) after Proposed Change:

Total Number of Credit Hours in Program:

Six-Digit CIP Code *(Same as current CIP/Track)*:

Planned Implementation Date for New Concentration(s):

Board of Trustees Approval Date of Added/Modified Concentration(s):

President's Signature and Date: _____ **Date:** _____
(Affirms compliance and accuracy)

Rationale for Adding Concentration(s) to an Existing Program

A. Description of Current Program and Any Existing Concentration(s):

Describe the reason that the college is proposing the addition or modification to the current program. (Limit 1200 words)

B. Planning Process:

Include a description of the internal and external processes that occurred to add or modify concentrations in the program, including input from stakeholders, to include employers, students, college staff, and other postsecondary institutions. Review and analyze similar postsecondary program offerings in the college's service region and at other nearby colleges and universities.

1. Internal Process and Meetings *(Limit 800 words)*
2. External Process and Meetings *(Limit 1200 words)*

C. Workforce Need and Demand:

Provide a description of how the unmet needs of students, businesses, and organizations in your region will be mitigated by the addition of the concentration area(s). Incorporate measures, as selected by your institution, which may include brief qualitative or quantitative data; information such as local economic development initiatives; or evidence of rapid growth or decline not reflected in local, state, and national data. (Limit 2000 words)

D. Academic Content:

Curriculum

Upper division courses for each concentration area in proposed revision. Course listing format: Course Number (e.g. MAC 1105), Course Title, Number of Credits

- a. List all courses required for the final two years of the baccalaureate program, as modified by concentration(s), by term, in sequence. There may be more than one sequence showing courses that are the same and/or different per concentration area. Include credit hours per term, and total credits for the program.
- b. List specific Associate of Science and/or Associate of Applied Science programs offered at your institution that are aligned with the program, as applicable.

SEND COMPLETED APPLICATION TO THE DIVISION OF FLORIDA COLLEGES

1) Mail one printed copy to:

*Executive Vice Chancellor
Division of Florida Colleges
Florida Department of Education
325 West Gaines Street, Suite 1544
Tallahassee, FL 32399-0400*

2) Mail a second printed copy to:

*Coordinator of Baccalaureate Programs
Division of Florida Colleges
Florida Department of Education
325 West Gaines Street, Suite 1544
Tallahassee, FL 32399-0400*

3) Submit an *electronic* file of the application to Abbey Cunningham, Coordinator of Baccalaureate Programs, at Abbey.Cunningham@fldoe.org, and an electronic copy to Director of Postsecondary Academic Programs at Patricia.Frohe@fldoe.org. The documents submitted to the Division of Florida Colleges must be ADA-compliant. Please refer to the Adobe link for ADA-compliance at http://www.adobe.com/enterprise/accessibility/pdfs/acro7_pg_ue.pdf.