PROPOSAL APPROVAL PROCESS

Statewide Course Numbering System (SCNS)

Florida Department of Education
(Approximate approval time is 3-4 months for New Statewide Degrees/Certificates)

SACS APPROVAL
A new program that is a substantive change requires a SACS prospectus (2-3 months) and SACS approval (an additional 5-6 months).

OAP forwards approved curriculum to SCNS

Board of Trustees

College Provost
or Designee (Vice Provost for Education)

Associate Provost for Academic Affairs
(Curriculum Report Processed)

CASSC

CASSC Coordinating Committee

Campus CASSC (all Campuses)

Academic Leadership Council

Office of Academic Programs

Discipline Academic Dean

Discipline/School Chair

Discipline/School Committee

Utilize the Office of Academic Programs (OAP) for assistance throughout each step of the entire process.

EXECUTIVE COMMITTEE APPROVAL:
Discipline Dean presents *Concept of Development* to the Executive Committee and notifies OAP of approval via email.

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PROPOSAL NOTIFICATION:
Discipline Dean sends email notification to the College Provost, Vice Provost for Education, Associate Provost for Academic Affairs, Discipline Academic Dean, and the District Director for Academic Programs when proposing a NEW Lower Division program of study.