

CoreFSU Operations Manual: Curricular Request Approval Process

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Before Curricular Request Application (CRA) Submission

All curricular requests undergo an approval process that is tracked through the Curricular Request Application ([CRA](#)). Courses that do not have (and are not seeking) CoreFSU designations are reviewed by the University Curriculum Committee, whereas courses that do have (or are seeking) CoreFSU designations are reviewed by the CoreFSU Office and corresponding staff.

Faculty and staff sometimes correspond with the CoreFSU Office prior to submitting a formal curricular request in the CRA. When this occurs, the CoreFSU Office summarizes and record any correspondence regarding curricular requests made prior to formal submission of the request in the Curricular Request Application (CRA). Save any syllabi and supporting documentation sent for feedback in the “*Curricular Requests – ACTIVE*”¹ folder. After several months without activity, move the entry to the “*RIP-limbo*” document. The “*RIP-limbo*” document contains a log of curricular requests that haven’t had movement in the CRA for an extended period.

I. Initial Evaluation

Curricular request enters the CoreFSU “Pending Approval” queue in the CRA.

Assistant Director of CoreFSU Actions

1. Download the following documents for records:²
 - a. CRA forms (“Print Friendly” link on the upper-right corner of the page)
 - b. Syllabi (for each delivery method, i.e. Traditional, Tech Enhanced, Fully Online, etc.)
2. Check the “*Curricular Requests – ARCHIVED*” folder in the UGS-CoreFSU shared drive (K:) to see if a folder already exists for that course. If so, move the folder to the “*Curricular Requests - ACTIVE*” folder in the shared drive. If not, create an appropriate folder within the active request folder.
3. Begin entry for the request in the “*Requests-in-Progress*” Word document (if there is no existing pre-submission entry in this file or the “*RIP-limbo*” file). Be sure to include the following information: course number, title, date, college, department, requester, faculty contact (including email), staff contact (including email), CoreFSU designations, and requested effective term.
 - a. For entry formatting examples, see existing entries in the document.
4. Check if there is an existing entry for the request in the internal “*CoreFSU courses*” Excel document. If so, modify the existing entry as needed with any new changes. If not, create an entry for the course.
 - a. For entry formatting examples, see existing entries in the document.
 - b. Any data to the right of the “New/Old Note” column is historical information for record-keeping purposes. No data entry is needed there.
5. Examine (1) “Change Request Comments”, (2) CRA Course History, and (3) internal CoreFSU records to determine what new approvals, re-approvals, or notifications are necessary. Note these in the “*Requests-in-Progress*” Word file.
6. If the request is *adding* a fully or mostly online delivery method, email Mary Eichin, Annette Jones, Christina Quick (Office of Distance Learning), and Kim Houghton to notify them. If they are *removing* such a designation, also notify them.³
 - a. **Note:** if the request is for a new course that has not yet received a course number, do not notify the Office of Distance Learning until the course has received a number.

¹ From the “Undergraduate Studies” folder in the K: Shared Drive: UGS-CoreFSU -> Course Approvals -> Curricular Requests - ACTIVE

² Save all documents with a year-month-day date suffix (hour if necessary). For example: ENC2135.forms.2016.04.15; ENC2135.syllabus-trad.2016.04.15; ENC2135.syllabus-OL.2016.04.15.17

³ meichin@campus.fsu.edu; hajones@campus.fsu.edu; cquick@campus.fsu.edu; khoughton@campus.fsu.edu

The course number must be assigned before the Office of Distance Learning can track the course.

7. If the request is coming from the College of Arts and Sciences, request reviewer feedback from the Associate Dean (Aline Kalbian) in the CRA. This can be done by clicking on “Reviewers” to the right of the course entry in the CRA, searching for her name, selecting it from the search results, and clicking the “Send” button. Be sure to also notify her of the submission via email as well as any important information concerning the nature of the request.
 - a. This step is *only* required for requests within the College of Arts and Sciences. Each College has a different approval process, but only the College of Arts and Sciences process occurs within the CRA.
 - b. If a request is from any other College, once the aforementioned “initial evaluation” steps have been completed, the Assistant Director of CoreFSU may proceed to the “technical review.” See Step III (CoreFSU Office Approval) for more information.
8. The University Curriculum Committee has discontinued required online course renewal requests as of their March 2019 meeting which was later approved by Faculty Senate. *Online renewals are only required for requests in which the online delivery method was approved prior to Summer 2018.* If a course has been approved for an online delivery method Summer 2018 or later, a request to renew the online delivery method is not required. However, if a submission includes any other curricular changes (title, description, objectives, components, grading basis, credits, repeatability, pre/co-requisites, department, CoreFSU designation etc.) it should be processed as a normal change request.

Other Notes

- If a department is requesting a re-leveling or change in course number to an existing course, the request should be initiated as a change request to the existing course with the change described in the Justification field of the Course Information form in the CRA. Following CoreFSU approval, email the Faculty Senate Coordinator (Veronica Lopez) and ask her to get approval from the Statewide Course Numbering System (SCNS) for the change. Once the course number has changed in the SCNS, the Faculty Senate Coordinator will change the course number in the CRA.⁴
 - *Do not send the curricular request to the “Pending Registrar Review” queue until the course number change has been cleared with the Faculty Senate Coordinator and the Registrar Curriculum Coordinator.* If there is any uncertainty about which queue to send the curricular request to, reach out to both contacts for clarification.
- If a department is requesting a permanent course number for a course that has been taught under a Special Topics course number, the request should be initiated as a request for a *new* curriculum, *not* as a change request to the existing Special Topics course.

II. College of Arts and Sciences Approval

For courses taught in the College of Arts and Sciences, the Associate Dean (Aline Kalbian) signs off on the course in the Curricular Request Application (CRA) before it proceeds with the CoreFSU part of the approval process.

⁴ These changes do *not* warrant UCC review; the necessary information for the change should be conveyed via email rather than through the CRA.

- If the course is taught in any other college, skip to Step III.

II-1. Add Associate Dean for Review.

Curricular request remains in the CoreFSU “[Pending Approval](#)” or “[Pending Form Revision](#)” queue.

1. Add Arts and Sciences Associate Dean (Aline Kalbian) as a reviewer in the CRA. Email any questions or contextual information about change requests to Dr. Kalbian.
2. **Notify the course requester of the status of their request via email and provide a brief outline of the approval process, denoting that the course is currently pending Arts and Sciences review.**
3. This stage of the approval process can take multiple weeks. If the course has not been distributed to Arts & Sciences reviewers in the Curricular Request application after a week, contact the Associate Dean requesting an update.
 - a. The Arts and Sciences Policy Committee (ASPC) does not convene over the summer. Curricular requests that are submitted near and during the first summer term will not be reviewed until the beginning of the fall term.

II-1. Area Chairs Committee Approval

Curricular request remains in the CoreFSU “[Pending Approval](#)” or “[Pending Form Revision](#)” queue.

A&S Associate Dean (Aline Kalbian) Actions

1. Request reviewer feedback from the members of the appropriate Area Chairs Committee (either Humanities [HAC] or Science [SAC]).
2. Facilitate and/or mediate any inter-departmental objections or disputes as necessary.
3. Send request back for revisions as necessary.

II-2. Arts and Sciences Policy Committee Approval

Curricular request remains in the CoreFSU “[Pending Approval](#)” or “[Pending Form Revision](#)” queue.

A&S Associate Dean (Aline Kalbian) Actions

1. Request reviewer feedback from the members of the appropriate Area Chairs Committee (either Humanities [HAC] or Science [SAC]).
2. Facilitate and/or mediate any inter-departmental objections or disputes as necessary.
3. Send request back for revisions as necessary.
4. As a reviewer, log an “Approve” signature and notify Assistant Director of CoreFSU that the curricular request has all necessary approvals within the College of Arts and Sciences.⁵

⁵ The Associate Dean does not always notify the Assistant Director of CoreFSU when a course has received Arts & Sciences approval. For this reason, it is critical to regularly check the “Reviewers” hyperlink for each Arts & Sciences course in the “Pending Approval” queue on a regular basis. If the Associate Dean has approved the course, the approval will be noted here. If there is ever any uncertainty regarding the approval status for a course, contact the Associate Dean.

III. CoreFSU Office Approval

III-1. Check for Technical Compliance

Curricular request is in the CoreFSU “Pending Approval” queue in the CRA.

Assistant Director of CoreFSU Actions

1. If any resubmissions occurred during Step II, download the most recent CRA forms and syllabi.
2. Evaluate the curricular request for essential technical compliance following the *Course Review Technical Checklist* document, located in the Shared Drive: K: Undergraduate Studies -> UGS-CoreFSU -> Course Approvals -> Course Review Technical Checklist.
 - a. If the request is technically compliant, request yourself as a reviewer through the “Reviewers” -> “Request Reviewer Feedback” page in the CRA and log an “Approve” signature (ex: “CoreFSU technical review complete”), then proceed to Step IV.⁶
3. Compile an enumerated list of necessary revisions as clear and actionable items.
4. Compose an email to the requester identifying the necessary revisions and offering any assistance (including required texts) in bringing the course into alignment with all requirements and expectations.
5. **Assistant Director of CoreFSU CRA action:** “Send to Requester for Revision”, copying the enumerated list of necessary revisions into the “Comments” text box and clicking “Submit.”
 - a. **Note:** it is generally advisable to also send a separate email with these comments, as some requesters do not notice the automated CRA notifications sent to them via email.

III-2. Pending Technical Revisions

Curricular request is sent to the CoreFSU “Pending Form Revision” queue in the CRA. Requester and/or faculty revise the syllabus, appendix, and forms as necessary. The Assistant Director of CoreFSU makes a record of any correspondence regarding the revisions in the “*Requests-in-Progress*” document and saves any draft syllabi and appendices. After revisions have been made, requester re-submits the request in the CRA. The request will return to the “Pending Approval” queue.

Assistant Director of CoreFSU Actions

After a few months of inactivity following returning the course to the “Pending Form Revision” queue in the CRA, inquire about the request. If it appears that the request will not be pursued further, move the “*Requests-in-Progress*” entry to the “Trapped in Pending Form Revision Limbo” section of the document. To save space, the header can be changed to a level 3 header, and the content can be copied to the “RIP-limbo” document.

III-3. Evaluate Revisions

Upon resubmission, curricular request returns to the CoreFSU “Pending Approval” queue.

Assistant Director of CoreFSU Actions

1. Download the revised CRA forms and syllabi and record the “Review Change Request Comments” as necessary.

2. Compare the revised curricular request with the previously downloaded files to ensure (1) that all necessary revisions were made, and (2) that the rest of the request remains technically compliant.
 - a. If the request is technically compliant, as a reviewer, add self as reviewer through the Request Reviewer Feedback page in the CRA (for the record) and log an “Approve” signature (ex: “CoreFSU technical review complete”), then proceed to Step IV.
 - b. If the request is not technically compliant, return to III-1 Step 3.
3. **Once the course is ready to move to the next step in the approval process, notify the course requester of the status of their request via email.**

IV. CoreFSU Course Review Panel Review

IV-1. Send to LSCRП Reviewers

Curricular request remains in the CoreFSU “Pending Approval” queue.

Assistant Director of CoreFSU Actions

1. Identify at least two (and ideally three) reviewers from the LSCRП (CoreFSU Course Review Panel) to evaluate the course based on the intersection of the course’s content and requested competency certifications, and the reviewers’ disciplinary areas and competency review areas (when possible). A list of current LSCRП reviewers can be found in the “*Reviewer Assignments*” Excel spreadsheet.
 - a. Avoid having a reviewer review a course being proposed from within their own department.
 - b. Avoid overworking particular reviewers with requests.
 - c. Every designation should have at least two (and ideally three) reviewers reviewing for it.
 - d. If possible, try to match courses requesting multiple CoreFSU areas with reviewers who review those multiple areas.
 - i. Ex: A course is requesting Ethics and Humanities. If possible, find two reviewers who review both Ethics and Humanities instead of four reviewers (two Humanities, two Ethics).
 - e. Keep the “*Requests-in-Progress*” and “*Reviewer Assignments*” documents updated with reviewer information and feedback as needed.
2. Email and request availability from the selected reviewers:
 - a. Send an email asking reviewers about their availability to review the course(s) in question.
 - b. Once the reviewers indicate that they are available, send review requests to the reviewers through the Request Reviewer Feedback page in the CRA.
 - c. Send a follow-up email to the reviewers asking for their review, providing any appropriate and relevant contextual information, attaching the *most recent* CoreFSU Reviewer Guide document, and requesting that they complete their review by a reasonable due date (it is advisable to give reviewers at least two business weeks and a Monday deadline).

Review Request Email Template

Subject: Course Review Availability

Hello Dr./Professor _____

CoreFSU recently received a request to add the _____ designation(s) to the following course: _____.

I am writing to ask if you are available to review the request and if you are willing to do so. Please email me back by (day), (date) to let me know if you are able to review the request. If you are willing to review it, I will add you as a reviewer in the CRA and let you know when I have done so. We are aiming for returned reviews by (day), (date).

Thank you for your consideration.

Alternative for summer:

CoreFSU recently received a request for a course requesting the _____ designation.

I am writing to ask if you are available this summer to review the request and if you are willing to do so. We appreciate your time and want to be mindful of changing obligations in the summer semester. Please email me back by (day), (date) to let me know if you are able to review the request. If you are willing to review it, I will add you as a reviewer in the CRA and let you know when I have done so. We are aiming for returned reviews by (date).

Thank you for your consideration.

IV-2. LSCRП Review

Curricular request remains in the CoreFSU “Pending Approval” queue.

LSCRП reviewers evaluate the course following the *Reviewer Guide*” PDF document. They may either approve the course or request revisions. They should log their review in the CRA and provide comments as appropriate. They may send additional comments by email to the Assistant Director of CoreFSU.

Assistant Director of CoreFSU Actions

1. Check periodically for reviews. Update the “*Requests-in-Progress*” document with the decisions as they come in, copying and pasting reviewer comments into the file. Also update the “*Reviewer Assignments*” file to keep the list of outstanding and completed reviews current.
2. The day following the requested deadline, email any reviewers who have not yet responded, asking if they will be able to get to the course within the next two days.
3. If there is no response following two days, then:
 - a. if there are two solid reviews that adequately cover the competency designations, proceed with those two reviews as representing a quorum.
 - b. otherwise, return to step IV-1 to identify alternative reviewers and extend the reviewer deadline as needed.

IV-3. Summarize Reviews

Assistant Director of CoreFSU Actions

When there is complete (or sufficient) reviewer response, in the “*Requests-in-Progress*” document, summarize the reviewers’ responses for the CoreFSU Director and proceed to Step V.

V. Director of CoreFSU Review

V-1. Send to Director

Assistant Director of CoreFSU Actions

Copy the requests-in-progress document entry to the “*Requests-in-Progress_Director*” document under “Pending Director Review” and add the Director of CoreFSU as a reviewer in the CRA. Send the Director an email listing each course awaiting his review or other action with a brief summary of the request’s status. **Afterwards, notify the requester of the course’s status via email.**

V-2. Director Review

CoreFSU Director Actions

1. The Director of CoreFSU reviews the course for substantive aspects (syllabus, CRA forms, notes in “*Requests-in-Progress*” file from Assistant Director of CoreFSU), and the reviewer feedback.
2. **If the course requires revisions**, contact the requester and/or faculty member to convey the necessary revisions (if the Director has not done so) and how to address them, document relevant correspondence and requested revisions in the “*Requests-in-Progress_Director*” document. If re-review by LSCRIP reviewers or the director will be required, make a note to that effect in the requests-in-progress entry. **Assistant Director of CoreFSU CRA action:** “Send to Requester for Revision”, including a description of necessary revisions into the “Comments” text box. Then proceed to V-2.
3. **If the course does not require revisions**, then log an “Approve” signature in the CRA as a reviewer and note approval and date in the “*Requests-in-Progress_Director*” document and add any notes as needed. Move the requests-in-progress entry to the “Finished with Director review” section of the document. Approval proceeds. (Assistant Director of CoreFSU will transfer the entry back to the main “*Requests-in-Progress*” document for the next necessary steps.)
4. **If the Director has serious concerns** about the appropriateness of a course for inclusion in the CoreFSU Curriculum, if there is an unreconciled disagreement between reviewers, requester, and/or director, if the course is developed as a result of a gift to the University, or if there are other circumstances that warrant a more focused review by faculty who represent the Faculty Senate, the director may bring the curricular request to the LSCPC Course Review Subcommittee or, if necessary, the full LSCPC, who have ultimate authority to oversee the program. This is likely to be required only rarely, but if appropriate, the LSCPC will be asked to resolve disagreements or address significant issues with a course.

V-3. Pending Revisions

Curricular request is sent to the CoreFSU “Pending Form Revision” queue. Requester and/or faculty revise the syllabus and appendix as necessary. Assistant Director of CoreFSU and/or Director of CoreFSU make a record of any correspondence regarding the revisions in the “*Requests-in-Progress*” document or “*Requests-in-Progress_Director*” document as appropriate and save any draft syllabi and appendixes. (Assistant Director of CoreFSU will merge any notes between entries upon resubmission.) After revisions have been made, requester re-submits the request in the CRA.

Assistant Director of CoreFSU Actions

Transfer the requests-in-progress entry from the “*Requests-in-Progress_Director*” document to the main “*Requests-in-Progress*” document under “Waiting for substantive revisions.” Keep a copy of the course entry under “Waiting for substantive revisions” in the “*Requests-in-Progress_Director*” document.

After a few months of inactivity following returning the course to the “Pending Form Revision” queue, inquire about the request. If it appears that the request will not be pursued, move the “*Requests-in-Progress*” entry to the “Trapped in Pending Form Revision Limbo” section of the document.

If a course entry has been in the “Trapped in Pending Form Revision Limbo” section of the document for over a year, move it to the “*RIP-limbo*” file to reduce bloat in the “*Requests-in-Progress*” document.

V-4. Evaluate Revisions

Curricular request returns to the CoreFSU “Pending Approval” queue.

Assistant Director of CoreFSU Actions

1. After resubmission, download the revised forms and syllabi, and record the “Review Change Request Comments” as appropriate. If there were any additional notes made in the “*Requests-in-Progress_Director*” document regarding the request, merge these with the main “*Requests-in-Progress*” entry.
2. Compare the revised curricular request with the previous downloaded forms to ensure (1) that all necessary revisions were made, and (2) that the rest of the request remains substantively equivalent to aspects approved by faculty reviewers and director.
 - a. If all concerns raised by the faculty reviewers and director are clearly and adequately addressed and there is no need for director re-review, proceed to Step VI.
 - b. If the resubmission introduces new technical problems or if revisions requested by the Director are left unaddressed without explanation:
 - i. Compile an enumerated list of necessary revisions;
 - ii. Send an email to the requester including the necessary revisions and additional comments on how to address these concerns; and
 - iii. **Assistant Director of CoreFSU CRA action:** “Send to Requester for Revision”, copying the enumerated list of necessary revisions into the “Comments” text box. Return to V-2.
 - c. If the syllabus is significantly and substantively different from the previous version, it may be appropriate to be re-reviewed by the LSCRP at the discretion of the director. If possible, the same reviewers should review the course. Return to IV.
 - d. If the submission is ready for Director re-review, notify director. Transfer the “*Requests-in-Progress*” entry over to the *_Director* document. Return to V-1.
 - e. **Once the course has been approved by the Director in both the CRA and *_Director* document, notify the requester of the course’s status via email. Proceed to VI (if relevant) or VII.**

VI. UCC Chair Approval for Online Delivery

If the course is adding a fully, mostly, or partially online delivery method, the University Curriculum Committee (UCC) chair must approve the online delivery method as being substantively equivalent to a traditional (face-to-face) delivery method.

Assistant Director of CoreFSU Actions

1. Send review to the UCC chair (Victor DeBrunner) through the Request Reviewer Feedback page in the CRA and follow up via email. (Curricular request remains in CoreFSU “Pending Approval” queue. **Do not “Send to UCC for final review”.**)
 - a. Only courses requesting a *new* or *expired* (*approved prior to Summer 2018*) online delivery require UCC Chair review. If the course has been previously approved for the specified online delivery method (check “Course History” on the course’s CRA entry to verify), move to the next step.
 - b. If more than three business weeks have passed since requesting UCC chair review, send the UCC Chair a reminder via email.
2. UCC Chair (Victor DeBrunner) reviews course and either approves or requests revisions.
 - a. If approved, proceed to next step.
 - b. If revisions are requested, the Assistant Director of CoreFSU sends revision comments to requester via email and returns the CRA request to the requester for revision, including the revision comments in the comment box. Upon resubmission, return to 1.
3. **Notify the requester of the course’s status via email.**

VII. Pending Course Number

If the course:

- is a new course without a course number; or
- is an existing course that is requesting a change in course number;

then it must be sent to the Faculty Senate Coordinator (Veronica Lopez) to request a course number from, or make change to the course entry in, the Statewide Course Numbering System (SCNS).

If the request already has a course number and does not require a change, skip directly to Step IX.

Requests that are **requesting a change in course number or other course information** needs to be updated in the SCNS (like pre-requisites or objectives) remain in the CoreFSU Pending Approval list. Email the Faculty Senate Coordinator (Veronica Lopez) to convey necessary information. Once necessary changes are made in the SCNS the request can move to the Registrar (Sunny Ruby). These changes do *not* warrant UCC review.

Assistant Director of CoreFSU Actions

1. Email Faculty Senate Coordinator (Veronica Lopez) with information about the course and/or change.
 - Note specific substantive changes that need to be made to course listing in the SCNS.
 - i. To determine what changes need to be made to a course entry in the SCNS, visit <http://flscns.fldoe.org>. Using the “Find a Course -> Find an Institution Course” feature at the top of the page to locate the course in the SCNS, you can compare the course title, objectives, prerequisites, etc. in the SCNS entry to the CRA entry. Any discrepancies between the two should be noted and communicated to the Faculty Senate Coordinator via email, no matter how minor these changes may be.
 - If the request is for a “W” (State-Mandated Writing) or an E-Series course, mention that the course must be identified as a Gordon Rule Writing course in the SCNS.

- If there are points of potential confusion (e.g., presence of the word “Laboratory” in a course title that should not have an -L suffix), mention these in a note so the correct information is conveyed to SCNS.
- Once necessary changes are made in the SCNS, the Faculty Senate Coordinator will move the course to the “Pending Registrar Review” queue.

Requests that **do not already have a course number in the CRA** go the “Pending Course Number” queue. Once the SCNS assigns a course number, the Faculty Senate Coordinator assigns the course number to the request in the CRA, and the request moves directly to the “Pending Registrar Review” queue.

Assistant Director of CoreFSU Actions

1. **Assistant Director of CoreFSU CRA action** (for new courses only): “Send Directly to Add Course Number”.
2. Email the Faculty Senate Coordinator (Veronica Lopez) with information about the course and/or change.
 - If the request is for a “W” (State-Mandated Writing) or an E-Series course, mention that the course must be identified as a Gordon Rule Writing course in the SCNS.
 - If there are points of potential confusion (e.g., presence of the word “Laboratory” in a course title that should not have an -L suffix), mention these in a note so the correct information is conveyed to SCNS.
4. Monitor the “Pending Course Number” queue periodically. When a course disappears from this list, check the “Pending Registrar Review” queue, where the request should appear with full course number. **Once a course number has been assigned, notify the requester via email.**

Faculty Senate Coordinator Actions

1. Request course number or changes from the SCNS.
2. For new courses, when number is granted from the SCNS, notify Assistant Director of CoreFSU,⁷ assign course number, and send to registrar. For changes to existing, notify the Assistant Director of CoreFSU when the changes have been approved.

XIII. Pending Registrar Review

The Registrar checks everything and sets up the course information and/or changes in Campus Solutions. **If a course has more than one General Education designation, email Sunny Ruby to notify her when the course is moved to “Pending Registrar Review”. Not doing so can result in processing errors in the Academic Requirements Report (ARR) that can interfere with students’ ability to receive proper credit for these courses.**

If there is an error that the Registrar’s Office cannot correct in the CRA forms independently, the Registrar will send the request back to the requester for revisions. If the Registrar sends a request back for revisions, email the requester to let them know and offer help as needed. **(Upon resubmission, the course will return to the “Pending Approval” queue. When this happens, send**

⁷ Although the FS Coordinator generally communicates these updates to the LS Office, it is still important to check the “Pending Registrar Review” queue on a regular basis to double-check if any other courses have moved from the “Pending Course Number” queue to the “Pending Registrar Review” queue. Note any changes in the “*Requests-in-Progress*” file.

the course back to the Registrar.) The Registrar can reassign a course prefix or number here as requested by the FS Admin.

When the request is activated, move the request record from the “*Requests-in-Progress*” document to the “*Approved Curricular Requests*” document. **If this is a new course or a course changing CoreFSU designations, email Greg Martinez and Alli Dillon to update the CoreFSU course list(s) in the Academic Requirements Report (ARR).⁸ Doing so ensures that students will receive the proper CoreFSU credit(s) for the course. Note that this cannot be done until the course exists in the course catalogue.⁹**

If the request involves a change of course number and the requested effective term is in the future, the request cannot be activated in the CRA until the request effective term arrives. This does not prevent the request from being processed in the course catalogue, but it can lead to temporary misalignments between the two systems.

If the Registrar returns the course for revision, upon resubmission, note the changes to see if records must be updated, including changes to the SCNS entry.

IX. Final Approval

When the request has satisfactorily completed all necessary revisions, has requisite approvals, and has been processed by the Registrar, it is ready for final approval.

Assistant Director of CoreFSU Actions

1. If the request effective term is for a past semester, the CRA will automatically roll the request effective term forward to the current term. Any requests to backdate an effective term must be handled on individual bases with the change in the CRA form made on the back end.
2. If the request effective term is for the current semester and the course as approved is significantly different from the course as it is being taught presently, return the course to the requester for revision to change the request effective term to the next semester.
3. If there is a change in:
 - the course title,
 - the credit hours,
 - learning objectives
 - the Gordon Rule Writing status of a course,
 - textbook information
 - prerequisites or corequisites, or
 - major changes to the course description,then notify the Faculty Senate Coordinator of the change so the SCNS is updated appropriately.¹⁰

⁸ For training and additional information on how the Academic Requirements Report (ARR) course lists function, contact Scott Thorp.

⁹ If the course cannot be found while attempting to add it to a CoreFSU course list in the ARR, it is likely a course catalogue issue. To resolve this type of issue, contact both Sunny Ruby and Jeremy Johnson.

¹⁰ The SCNS entry can be viewed at http://scns.fldoe.org/scns/public/pb_inst_dtl.jsp.

4. Following registrar processing of a curricular request, email John-Henry Graves to add or update the CoreFSU website *Find Course* database as necessary.¹¹
5. Update internal CoreFSU course list records (*CoreFSU Courses* spreadsheet, Power BI data, and Shared Drive *Curricular Requests – ACTIVE* and *Curricular Requests – ARCHIVED* folders) as needed.
6. Update the Academic Requirements Report (ARR) course lists as needed.¹²
7. Notify the requester and faculty and staff contacts (see Course Information form in the CRA request for these contacts) that their curricular request has been approved via email.
 - Many faculty and staff will have already seen that the CRA has notified them automatically. That being said, most faculty appreciate the LS staff following up with them to ensure that everything went through the system smoothly.

¹¹ For permissions to access and update the CoreFSU “Find a Course” webpage, contact John-Henry Graves. He will give you a personal login and instructions to the database. If the database is down and the login function is not working, John-Henry can manually input updates in the system.

¹² Scott Thorp can train new CoreFSU employees on how to access and use the ARR.