

# FLORIDA ATLANTIC UNIVERSITY™

## Graduate Programs—COURSE CHANGE REQUEST

UGPC APPROVAL \_\_\_\_\_  
 UFS APPROVAL \_\_\_\_\_  
 SCNS SUBMITTAL \_\_\_\_\_  
 CONFIRMED \_\_\_\_\_  
 BANNER POSTED \_\_\_\_\_  
 CATALOG \_\_\_\_\_

|  |  |
|--|--|
| DEPARTMENT: SCHOOL OF ACCOUNTING   | COLLEGE: BUSINESS  |
| COURSE PREFIX AND NUMBER: ACG 7978   | CURRENT COURSE TITLE: ADVANCED RESEARCH IN ACCOUNTING  |
| CHANGE(S) ARE TO BE EFFECTIVE (LIST TERM): SPRING 2012   | ____ TERMINATE COURSE (LIST FINAL ACTIVE TERM):  |
| CHANGE TITLE TO:<br><br>CHANGE PREFIX FROM:                      TO:<br><br>CHANGE COURSE NO. FROM:                      TO:<br><br>CHANGE CREDITS FROM:                      TO:<br><br>CHANGE GRADING FROM:                      TO:<br><br>CHANGE DESCRIPTION TO: | CHANGE PREREQUISITES/MINIMUM GRADES TO*:<br><br>EXISTING PREREQUISITE: APPROVAL OF DEPARTMENT CHAIR<br>CHANGE PREREQUISITE TO: ADMISSION TO A PH.D. PROGRAM AND<br>APPROVAL OF THE DIRECTOR OF THE ACCOUNTING PH.D.<br>PROGRAM<br><br><br>CHANGE COREQUISITES TO*:<br><br><br><br>CHANGE REGISTRATION CONTROLS TO: |
| <b>Attach syllabus for ANY changes to current course information.</b>  |  |
| <b>NOTE: No syllabus—This is a directed independent research course that students take prior to being admitted to candidacy.</b>   |  |
| Should the requested change(s) cause this course to overlap any other FAU courses, please list them here.  | Departments and/or colleges that might be affected by the change(s) must be consulted and listed here. Please attach comments from each.   |
| No   | None   |

Faculty contact, email and complete phone number:  
 Mark Kohlbeck, mkohlbec@fau.edu, 561-297-1363

|   |  |  |
|---|--|--|
| <b>Approved by:</b><br>Department Chair: _____<br>College Curriculum Chair: <u>Peter R. King</u><br>College Dean: <u>John C. Coyle</u><br>UGPC Chair: _____<br>Graduate College Dean: _____ | <b>Date:</b><br><u>9/12/11</u><br><u>9/26/11</u><br><u>9-27-11</u><br>_____<br>_____ | <b>ATTACHMENT CHECKLIST</b><br><br>♦Syllabus (see guidelines for requirements:<br><a href="http://www.fau.edu/graduate/facultyandstaff/programscommittee/index.php">http://www.fau.edu/graduate/facultyandstaff/programscommittee/index.php</a> )<br><br>♦Written consent from all departments affected by changes |
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Email this form and syllabus to [diamond@fau.edu](mailto:diamond@fau.edu) one week before the University Graduate Programs Committee meeting so that materials may be viewed on the UGPC website prior to the meeting.

FLORIDA ATLANTIC UNIVERSITY  
GRADUATE PROGRAMS COMMITTEE (GPC)  
GUIDELINES, POLICIES AND PROCEDURES

~~Approved by the GPC December 2008~~

Comment [GA1]: Approved by the University Graduate Council 2011.

I. BYLAWS

A. Membership.

The GPC shall consist of one faculty member from each college offering graduate courses and one member from the Library faculty. In addition, the Graduate Dean and a representative from the Graduate College shall be nonvoting members. ~~The method of selection of the college members shall be determined by the individual college. If a regular member from a college is unable to attend a meeting, the college may designate a proxy.~~

Comment [GA2]: the University Graduate Council.

Comment [GA3]: Delete.

B. Meetings.

The Committee shall meet as often as necessary to complete its business. The Committee shall elect its chair from among the college members at the first meeting of the new academic year. Meetings are scheduled monthly during fall and spring semesters, at least two weeks prior to University Faculty Senate (UFS) meetings.

C. Responsibilities.

The Committee shall review and recommend approval or, for cause, disapproval of proposed new graduate courses to the ~~University Faculty Senate~~, then with UFS approval to the Office of the Provost. It shall also review and recommend approval or, for cause, disapproval of new graduate degree programs, graduate post-masters certificate programs and significant changes to graduate programs/tracks to the Senate. Committee action shall be communicated in writing to the college initiating the proposal for the new course or program. If disapproval is recommended, the specific grounds for action shall be included in the report. It shall also recommend to the Senate policies and procedures regarding graduate student admissions, degree progression and graduation; graduate student assistantships; graduate student petitions; the library; and graduate continuing education programs.

Comment [GA4]: Insert UGC.

D. Quorum.

A quorum requires that more than 50% of the members of the Committee be present at the meeting. In order to pass an item of business, more than 50% of those members present must vote for approval.

II. SUBMISSION OF NEW COURSE PROPOSALS AND COURSE

CHANGE REQUESTS

A. New course proposals and change requests will be considered only if they have been properly submitted along with all appropriate documentation (as explained in Section B below). If no one

from the College or Department submitting a proposal is present, that proposal may be acted on if no Committee member has a question but should be tabled if questions do arise.

**B. Submission process for new and change graduate course proposals:**

1. A proper course proposal includes a "form" with fields filled out—especially the course level & number, title, date to be offered, number of credits, grading scheme, catalog description, prerequisites, overlap info, etc. Download the Form at: <http://www.fau.edu/graduate/gpc/index.php>. The proper proposal also includes a "syllabus" that covers objectives, how the student is to be evaluated, textbook information, contact names, phone numbers, addresses, and a bibliography. Syllabus may also include a course outline week by week. Complete proposals—Form and Syllabus—are the only ones considered by the GPC. For certain courses, syllabi are not required. These courses include directed independent study, special topics, dissertation, thesis, i.e., any course with a "9" as the second digit (e.g. 6930/7978, 7980). Forms and syllabi are required materials for any new course or any change in a current course. See Section C for types of changes that necessitate a form. Terminations require forms, but not syllabi.

2. Overlap must not be arbitrarily decided. Other departments and/or colleges that might be construed as affected by the new course must be consulted and the results of such consultation must be included in the proposal. To assure the Committee that such consultation has taken place, the faculty member proposing the new course must do as follows: The faculty making the proposal should send a memorandum or email to the various departments and/or colleges that might be construed as being affected by the new course. A hard copy or print out of this memorandum or email and all of the responses received must be included with the proposal when that proposal is brought to the Graduate Programs Committee. If one or more departments and/or colleges have failed to respond to the query concerning the new course proposal, the Graduate Programs Committee will interpret this absence of response as consent.

3. After dept. chair and college committee chair have signed the form and approved the new or change proposal, the college dean signs the form.

4. After the dean's signature, the college representative should send the form (doesn't have to show all signatures) and the syllabus electronically to [diamond@fau.edu](mailto:diamond@fau.edu) to be posted on the Graduate Programs Committee (GPC) website two weeks before the next meeting. Reviewers can then print out or view on screen the proposal online: <http://www.fau.edu/graduate/gpc/index.php>.

5. At the GPC meeting, the hard copy form is signed by the committee chair after review by the committee. All hard copy forms with signatures go to the Graduate College for final signature by the Graduate Dean. Once signed, the hard-copy forms and syllabi go to Registrar's Office for further processing.

6. Once the course proposals have passed through the GPC, they go to the University Faculty Senate (UFS) for its approval. The items appear on a "consent agenda," unless there might be further discussion within the UFS and then the item may appear as an "action item" on the agenda. After UFS approval, the Registrar's Office completes the process.

**Comment [GA5]:** Graduate Council and then to

**Comment [GA6]:** Delete??

**Comment [GA7]:** Insert of the UGC and UFS

**Comment [GA8]:** Or: If a Department representative is needed for discussion The UGC or UFS will provide at least a week's notice (electronic mail) to the faculty affected regarding an expectation that they be present and include the date, time and location of the meeting.

**Comment [GA9]:** Or: If no one from the College or Department submitting a proposal is present, that proposal may be acted on if no Committee member has a question but should be tabled if questions do arise.