A MORATORIUM WAS INSTITUTED BY THE PROVOST ON DEVELOPMENT OF NEW PROGRAMS FOR FISCAL YEARS 2010-2011 AND 2011-2012. THE ONLY EXCEPTIONS ARE PROGRAMS PROPOSED PRIOR TO THE ANNOUNCEMENT OF THE MORATORIUM.

Different timelines apply to doctoral programs requiring Board of Governors approval and/or programs requiring approval by the Florida Legislature. Please consult with the Provost’s Office.

Assuming that the Board of Trustees considers academic program actions (program additions, program deletions, major changes in programs) at its March and December meetings, and

Assuming that the March meeting of the Board is held the first Tuesday of March and that the December meeting is held the second Friday of December, and

Assuming that the deadline for submitting CCRs for action by the Faculty Senate is Friday, July 15, 2011, to assure consideration by the Senate to meet catalog copy deadlines for the subsequent catalog year, and

Assuming the intent is to implement the program action in the Fall Semester 2012,

The following are guidelines for submitting Board of Trustees related documents and CCR forms.
Recommended Sequence of Submission of Documents
Fall Semester 2012 Implementation of Program Changes
Requiring Board of Trustees Approval

**Request to Explore/Plan***

Preparation of BoT Request to Explore/Plan  
Spring/Summer 2010

Approval by department:  
September 2010

Approval by college:  
October 2010

Submission of BoT Request to Explore/Plan along with 
cover memorandum addressed to Faculty Senate 
President via Provost:  
October 2010

Approval by Academic Council:  
November 2010

Approval by Faculty Senate:  
January 2011

Approval by BoT Academic and Student Affairs Committee:  
February 2011

**Request to Offer**

Submission of program CCR, related course CCRs, and 
BoT Request to Offer to Faculty Senate:  
July 15, 2011

Approval by department:  
July 2011

Approval by college:  
November 2011

Approval by Academic Council:  
December 2011

Approval by Faculty Senate:  
January 2012

Approval by BoT Academic and Student Affairs Committee:  
March 2012

Approval by BoT of Request to Offer:  
March 2012

2012-2013 Catalog Copy Submitted:  
March 2012

Implementation of Program Change:  
Fall Semester 2012

*CCR forms not required for Request to Explore/Plan.
Alternative Sequence of Submission of Documents  
Fall Semester 2012 Implementation of Program Changes  
Requiring Board of Trustees Approval

Request to Explore/Plan*

Preparation of BoT Request to Explore/Plan January 2011
Approval by department: March 2011
Approval by college: April 2011
Submission of BoT Request to Explore/Plan along with cover memorandum addressed to Faculty Senate President via Provost: April 2011
Approval by Academic Council: May 2011
Approval by Faculty Senate: June 2011
Approval by BoT Academic and Student Affairs Committee: September 2011

Request to Offer

Submission of program CCR, related course CCRs, and BoT Request to Offer to Faculty Senate: July 15, 2011
Approval by department: July 2011
Approval by college: November 2011
Approval by Academic Council: December 2011
Approval by Faculty Senate: January 2012
Approval by BoT Academic and Student Affairs Committee: March 2012
Approval by BoT of Request to Offer: March 2012
2012-2013 Catalog Copy Submitted: March 2012
Implementation of Program Change: Fall Semester 2012

*CCR forms not required for Request to Explore/Plan

(Prepared: 02-24-10)