**Common Prerequisites Manual (CPM) Revision Request**

|  |  |
| --- | --- |
| **Institution:** | Click or tap here to enter text. |
| **Institution Liaison:** | Click or tap here to enter text. |
| **Date of Submission:** | Click or tap here to enter text. |
| **Program/Degree Type:** | Click or tap here to enter text. |
| **Program CIP Code:** | Click or tap here to enter text. |
| **Program Credit Hours:** | Click or tap here to enter text. |

**If applicable, please complete the following if you are notifying us of a change to:**

|  |  |
| --- | --- |
| **Program Credit Hours:** | Current Credit Hours: Click or tap here to enter text.New Credit Hours: Click or tap here to enter text.Effective Date: Click or tap here to enter text. |
| **Limited Access Program Status:** | [ ]  Change from open access to limited access[ ]  Change from limited access to open accessEffective Date: Click or tap here to enter text. |
| **Program CIP Code:** | Current CIP code: Click or tap here to enter text. New CIP Code: Click or tap here to enter text.Effective Date:Click or tap here to enter text. |
| **Baccalaureate Program Status:** | [ ]  Notification of a Program Termination –Term/Year Program Should be Removed from the CPM:Click or tap here to enter text. [ ]  Notification of New Program –Anticipated Program Implementation Date:Click or tap here to enter text. [ ]  Notification of Program Name Change –Revised Program Name:Click or tap here to enter text. |

**Proposed Revisions(s) to the CPM (check all that apply)**

|  |
| --- |
| **The CIP Code Is Currently in the CPM:**[ ]  1. Make curriculum changes to an existing track at proposing institution[ ]  2. Add program to a current track without curriculum changes[ ]  3. Add program to a current track with curriculum changes[ ]  4. Establish a new track without prerequisites[ ]  5. Establish a new track with prerequisites 6. For numbers 1-5, please provide track information below: a. [ ]  Track 1 [ ]  Track 2 [ ]  Track 3 [ ]  Track 4 [ ]  Track 5 [ ]  Track 6  b. Track Name: Click or tap here to enter text. c. If this is a request to establish a new track,please provide justification as to  why a new track is needed: Click or tap here to enter text.**The CIP Code Is Not Currently in the CPM:**[ ]  7. Add program to the CPM without prerequisites[ ]  8. Add program to the CPM with prerequisites |
| **Proposed Curriculum Actions:** [ ]  Add course(s) and/or course alternative(s) [ ]  Eliminate course(s) and/or course alternative(s) (delete course from the CPM)[ ]  Exempt course(s) and/or course alternative(s) (request exception from course)[ ]  Carry over prerequisites from previous CIP without changes (CIP Code change)[ ]  Carry over prerequisites from previous CIP with changes (CIP Code change)[ ]  Other – please specify Click or tap here to enter text. |

**Please include the following supporting documentation with this proposal:**

* The program page from the [Common Prerequisite Manual](https://dlss.flvc.org/documents/210036/1489430/cppManual2019cip.pdf/45b5bb1c-8299-b4ef-fc19-9780aa1ede18), if applicable.
* The program requirements for the baccalaureate degree program at your institution.

**If this request is for any of the following, do not complete anything further:**

* Add program to a current track without curriculum changes
* Establish a new track without prerequisites
* Add program to the CPM without prerequisites

# **If this request is for any of the following, please complete 1-8, where applicable:**

* Make curriculum changes to an existing track at proposing institution
* Carry over prerequisites from previous CIP with no changes
* Carry over prerequisites from previous CIP with changes
* Add program to a current track with curriculum changes
* Establish a new track with prerequisites
* Add program to the CPM with prerequisites

# For required prerequisite course(s) and/or course alternative(s), please list the following information for each course (add rows if necessary).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Prefix and Number** | **Course Title** | **Course Alternative** | **Justification for Course(s)**  | **Credits** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  |
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|  **Total Credits** |  |

# If the course(s) above includes a course(s) that is offered currently at three or fewer FCS or SUS institutions, please provide justification as to why the course is critical for a student’s success in the baccalaureate degree program. Please visit the [Statewide Course Numbering System](https://flscns.fldoe.org/) to determine the number of institutions that offer the course(s) (add rows if necessary). Click here for [instructions](http://www.fldoe.org/core/fileparse.php/5592/urlt/SCNSInstructions.pdf) on how to navigate the SCNS.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course(s) Offered at 3 or Less FCS/SUS Institutions** | **Number of FCS Institutions Currently Offering Course (out of 28)** | **Number of SUS Institutions Currently Offering Course****(out of 12)** | **Justification for Course(s)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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1. If the request includes courses that are offered only at your institution, explain what options are available to students at other institutions for completing the required courses (add rows if necessary).

|  |  |  |
| --- | --- | --- |
| **Course(s) Offered Only at Proposing Institution** | **Option(s) at Other Institutions** | **Explanation of Option(s)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# If the request includes exemption from or elimination of a prerequisite course(s) and/or course alternative(s), please list the following information for each course that you would like to be exempt from or eliminate (add rows if necessary).

|  |  |  |
| --- | --- | --- |
| **Course Prefix and Number** | **Course Title** | **Justification for Course Elimination/Exemption** |
| Click or tap here to enter text. | Click or tap here to enter text. | [ ]  Exempt from Course[ ]  Elimination of CourseClick or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | [ ]  Exempt from Course[ ]  Elimination of CourseClick or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | [ ]  Exempt from Course[ ]  Elimination of CourseClick or tap here to enter text. |

# Please provide the college level prerequisite(s) for the common prerequisite course(s) if applicable (add rows if necessary).

|  |  |  |
| --- | --- | --- |
| **Course Prefix Common Prerequisite** | **College Level Prerequisites** | **Credits Hours** |
| Click or tap here to enter text. | Click or tap here to enter text. |  |
| Click or tap here to enter text. | Click or tap here to enter text. |  |
|  |  **Total Credits** ccCCCCreditsCredits  |  |

# Please provide the information requested below for the review of common prerequisite completion within 60 credit hours.

|  |  |
| --- | --- |
| **Number of Credit Hours for AA degree** | **60** |
| Subtract the number of credit hours required for common prerequisites | -  |
| Subtract the number of credit hours of college-level course prerequisites for common prerequisite courses (if known) | - |
| Add the number of credit hours for common prerequisites that are also general education core requirements | +  |
| **Total Credits** remaining to complete the rest of the student’s [general education requirements](https://www.flrules.org/gateway/ruleNo.asp?id=6A-14.0303)  | =  |

1. If a student does not have enough room in the “Total Credits” above to complete the rest of the general education requirements, please provide justification for requiring more common prerequisite course credit hours than can be accommodated by the student in 60 credit hours.

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| Click or tap here to enter text. |

1. Other.

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| --- |
| Click or tap here to enter text. |