Links from APC WfS Checklist:

Types of Requests

• New Degree Programs
  select this option to begin creating a new program, track within an existing program, or concentration; undergraduate or graduate.

• Existing Degree Programs (make changes including):
  Program of Study/catalog update
  Degree additions and credit hour changes
  Changes to courses that appear in a degree Program of Study: (course titles, credit hours, course level, Gen Ed eligibility, course termination, pre-requisite/co-requisite changes IF appearing in a program of study)

• Non-Degree Programs
  Certificates
  ROTC

• Minors
  Changes to credit hours and requirements of a minor
  Termination of a minor
  Creation of a new minor

• Course actions that are not associated with any of the above
  Changes to existing courses that do not appear in a program of Study (changing pre/co-requisites, course titles, descriptions, etc)
  Creation of new elective courses
  Termination of courses no longer taught

Package Titles

• Package titles should briefly and accurately describe the type of change being requested.

• Changes to a degree or department should list that information in the package title; course changes should include the course name and number in title.

• Each package contains a summary where the request will be explained thoroughly. The Title only needs to contain the pertinent information.

Good examples: “Course Title Change for XYZ1234 Human Biology”
  “Credit Hour Change in Nursing Degree”
  “Addition of new Minor to Chemistry Track”
**Bad examples:**
“Credit hour change”
“Add New Courses to Degree”
“We Would Like to Change the Pre-requisites to This Course”

**NEW DEGREE PROGRAMS**

- New degree programs proposal require approval before being submitted as an APC workflow system package.
- When creating an APC workflow system package for a new degree proposal, documentation of support and resources information for the new program should be included.

For information on how the process works:
[http://www.unf.edu/acadaffairs/degree_programs/Process_Overview.aspx](http://www.unf.edu/acadaffairs/degree_programs/Process_Overview.aspx)

**Attaching a Program of Study to your Package**

1. Find the Program of Study (POS) for your desired program changes in the course catalog on the UNF Website.
2. Highlight the text of the POS and copy into a blank word document.
3. Format the document to reflect the POS as it appears online – be sure to include credit hours for courses and credit hour totals if they do not appear in the online version.
4. Demonstrate the changes you wish to make using the following notations:
   - Use **blue**, underlined text to denote new courses to be added or changes to existing courses
   - Identify these changes by noting ADD or CHANGE after
   - To notate course removal or old course titles, strikethrough the text and color in **red**
   - Notate **REMOVE** for courses to be removed from POS and **TERMINATE** for courses that will be removed from the catalog completely

Visit the following link for more information:

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*ii (APC checklist links)*