

# **New Course Development Procedure**

## **Department of Statistics Florida State University January 2013**

Besides regular annual and bi-annual courses, the department offers topic courses in different fields depending on student demand and available faculty numbers. In general, a faculty member may offer a topic course in his/her research fields that will be arranged in the following course numbers:

- 1) STA 5934r (may be repeated to a maximum of twelve semester hours): Selected Topics in Statistics, Probability, or Operations Research;
- 2) STA 6246r: Advanced Topics in Applied Statistics;
- 3) STA 6468: Advanced Topics in Probability and Statistics (Required by Statistics Ph.D.)

The following procedure will be used for a new regular course development in the department:

- 1) The course is requested by the college or by a new program in the department or has been taught at least twice in the department as a topic course;
- 2) Prepare your new course proposal, including course description, reasons for the new course development, how the new course supporting the overall mission of the department, potential student sources, estimated and past student enrollment numbers;
- 3) Submit your new course proposal to the Curriculum Committee of the department. The committee may decide favoring, opposing, or being neutral on your proposal;
- 4) Present your course proposal in a faculty meeting. Faculty members shall vote on your proposal by secret ballot. If your proposal is approved by a two-thirds vote of the permanent faculty, the new course shall be approved by the department;
- 5) Please prepare the university Curriculum Forms:  
<http://facsenate.fsu.edu/Curriculum-Forms>  
Your proposal shall be submitted to the College of Arts and Sciences for the final approval.