

Process for Updating or Revising Undergraduate ALC s and Academic Assessment Plans

As of December 4, 2012

Step 1: Go to <http://approval.ufl.edu>.

Step 2: Select “Undergraduate” from the welcome page.

Welcome

Welcome to the new site for Academic Approval Tracking; this site contains information and instructions on how to obtain official approval for proposals to add, change or terminate degree programs, certificates, curriculum changes and courses. If you would like to submit an approval request please choose from one of the options below.

- ▶ Undergraduate
- ▶ Graduate
- ▶ Professional

Step 3: Click “Academic Learning Compacts” to download the required forms and see the instructions.

- ▼ Undergraduate
 - **Courses** - New courses, changes, terminations of an existing course.
 - **Certificate Programs** - New certificates or changes to an existing certificate program.
 - **General Education, Writing and Math Requirements** - Application for courses to satisfy a general education requirement.
 - **Academic Learning Compact/Academic Assessment Plan** - Update, revise, or submit new Academic Learning Compacts or Academic Assessment Plans for undergraduate programs or certificates.
 - **Curriculum Changes** - New minors/tracks; changes to majors/minors/tracks, critical tracking, eight semester plan.
 - **Degree Programs** – New degree programs/majors, terminate, suspend, or reactivate an existing program.

Step 4: Chose the “New Submission Form” or the “SLO/Academic Assessment Plan Change Form” to open the Word document form. Complete the form and save to attach to the approval process in step 8.

Undergraduate – Academic Learning Compacts/Academic Assessment Plans

When a new major is approved it must be accompanied by an Academic Learning Compact to document the Student Learning Outcomes and associated assessments for the program. Changes to Academic Learning Compacts may be proposed by an academic unit at any time.

Academic Learning Compact Creation or Revision Process

The Curriculum Committees of departments and/or programs evaluate Academic Learning Compacts and Academic Assessment Plans. Following departmental/program approval, the department chair notes that approval in the system and the request is then considered by the college curriculum committee. Following approval at the college level, the request is forwarded to the Academic Assessment Committee for consideration. If approved, the ALC will be added to or changed in the Undergraduate Catalog with an effective date of the next academic year.

Instructions

- Download and complete the appropriate form: [New Submission form](#) or [SLO/Academic Assessment Plan Change Form](#)
- [Detailed help on submitting an ALC update](#)
- More information on ALCs is available on the [Office of Institutional Assessment](#) website
- [Current ALCs by Major](#)

Start the [Approval Process >>](#)

Step 5: Once the appropriate form is complete and saved, click “Approval Process” to enter the request into the online approval system.

Step 6: Log in with your Gatorlink user name and password.

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Step 7: Complete the “Title:” and “Description:” fields of the online form.

Submission

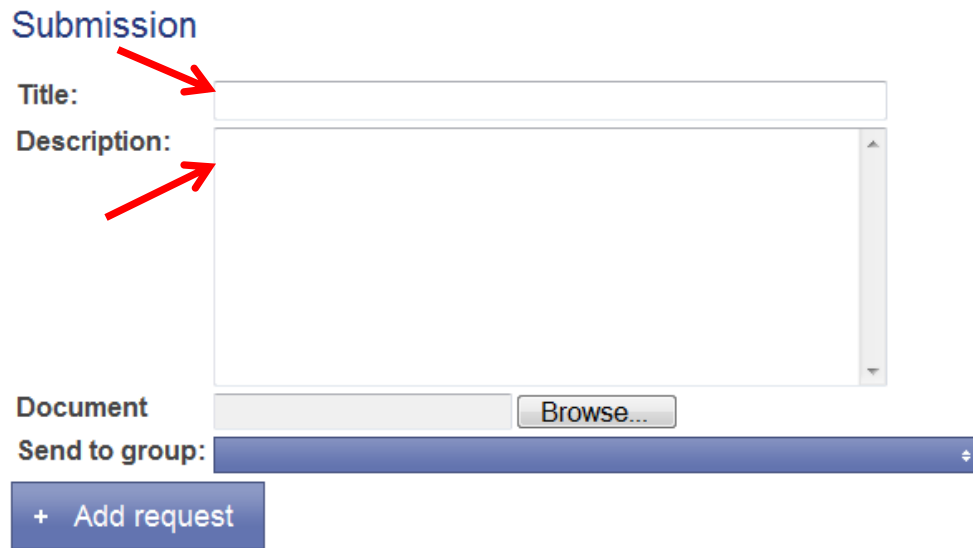
Title:

Description:

Document

Send to group:

+ Add request



Step 8: Upload the form that you previously saved by clicking “Browse” under “Document”.

Submission

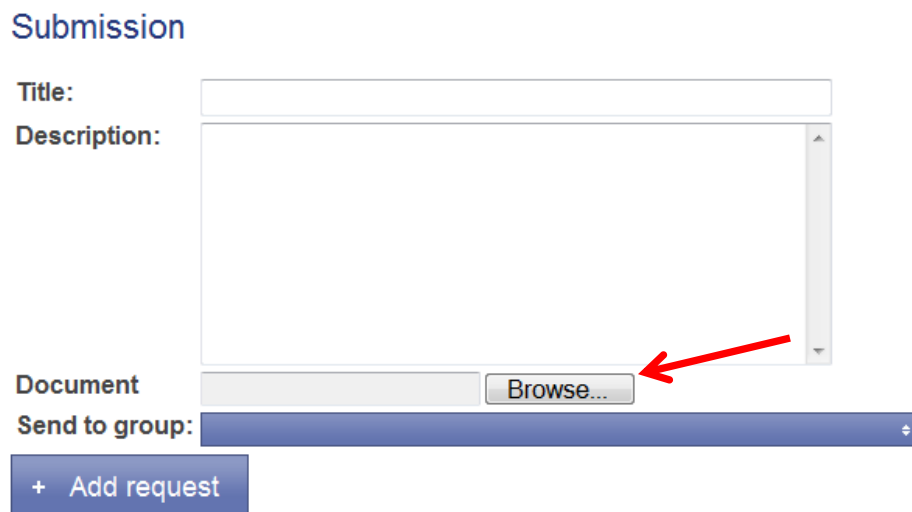
Title:

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Document

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Step 9: Send the request to the department for review by clicking the arrow to the right of “Send to group”, and select the appropriate department.

Submission

Title:

Description:

Document

Send to group:

Step 10: Click “Add request” to submit the request into the approval system.

Submission

Title:

Description:

Document

Send to group:



Once the form is submitted, it will go through the review/approval process, and the submitter will receive e-mails every time an action occurs on the request.

After submission, the request will be routed by the following sequence for review and approval:

- Departmental approval
- College approval
- Academic Assessment Committee approval
- University Curriculum Committee informational item
- Student Academic Support System for record of the approved submission with the Registrar's Office.