

REQUEST TO APPROVE A COURSE FOR THE COMPUTER COMPETENCY REQUIREMENT

Date Submitted: _____ Effective date, if approved _____

I. Department _____

II. Course #/Name _____

III. Faculty contact: _____

Telephone #: _____

IV. Email address: _____

V. The following information/materials must accompany this form:

List of general computer skills required in the discipline or skills covered by the course if offered for multiple disciplines;

Statement of how the given course provides the student with these skills, including a description of a sample *capstone activity* used to measure the competency;

Complete syllabus which includes the following statement: *In order to fulfill FSU's Computer Competency Requirement, the student must earn a "C-" or better in the course, and in order to receive a "C-" or better in the course, the student must earn at least a "C-" on the computer competency component of the course. If the student does not earn a "C-" or better on the computer competency component of the course, the student will not earn an overall grade of "C-" or better in the course, no matter how well the student performs in the remaining portion of the course.*

Grading rubric for the capstone activity;

Statement as to whether this course is for majors in that area, or open to all students;

Statement that the school/department/program will evaluate requests from their own majors for transfer credit of the required computer competency skill for their discipline.

APPROVAL SIGNATURES:

Signature of Program Director

Signature of Department Chair

Checklist for submission:

- 1) This request form with appropriate signature(s);
- 2) All six items listed above.

Item 1 must be submitted in hard copy to the Undergraduate Policy Committee, A-3400 University Center, M.C. 2360. Accompanying items must be submitted electronically to the Secretary of the UPC at ecrabtree@admin.fsu.edu.