



SPECIALIZED STUDIES PROGRAM PROPOSAL

Definition of Specialized Studies

A specialized studies program refers to an organized curriculum that enhances or complements the degree to be awarded, but may not be used to satisfy a degree program's requirement to complete a minor. "Such a curricular offering shall be as defined by the university with the credit-hour length set in accordance with the university policy, except that the number of credit hours shall not equal or exceed the number of credit hours established for a program major at the same degree level" [BOG Regulation 8.011 (7)(a)].

Specifically, Specialized Studies:

- may be offered at the undergraduate or graduate level.
- will not be noted on transcripts.
- may not bear the official FSU Registrar's seal.
- may be recognized by issuing a "Recognition of Completion" document.

Proposal

The requirements pertaining to each section below must be reproduced within the body of the proposal in order to ensure that all sections have been satisfactorily addressed. The specialized studies proposal should include the following elements:

1. Purpose. The proposal should identify particular needs, which cannot be met by existing specialized studies, degree programs or certificates, identifying the particular target group for the program. It should specify the skills and knowledge base to be achieved through the program and should identify whether it is designed for undergraduate or graduate students. Finally, it should provide the semester in which the specialized studies program will start and must identify the person who will administer the program.
2. Application Procedure. The proposal should indicate whether students must apply to the program or may declare completion of a specialized study at the time of their college graduation check. If there is an application process, the proposal should indicate the individual or position to which the application should be submitted and state that the specialized study is not intended as a diploma or a degree.
3. Eligibility. The proposal must indicate which students are eligible to participate in the program. The least restrictive program must require that a student be in good academic standing, and the most restrictive could require a certain grade point average or limit enrollment to students in certain majors.
4. Program of Studies. The proposal should include the total number of credits to be completed, specify the courses to be taken, and state whether certain grades must be earned in order to have them count toward the specialized study. Requirements for each specialized

study may vary from 12 to 21 credit hours, with specific courses being either required or elective. The curriculum for one specialized study may not overlap with that of another specialized study, minor, or certificate by more than six credits without justification as approved by the relevant academic dean(s). The proposal should address any potential impacts of establishing a new specialized study on existing specialized studies, minors, or certificates. Coursework used to fulfill the requirements of a specialized study may also be used to fulfill the requirements of an undergraduate major or minor but may not substitute for a minor or a major. An undergraduate specialized study may not require the completion of graduate courses. Credit earned as part of a specialized study may or may not be transferable towards an advanced degree program, as determined by criteria established in the advanced degree program.

5. Online Courses. If distance learning (DL) is offered within the specialized studies program, note the anticipated percentage of traditional DL instruction delivered synchronously, the percentage of traditional DL instruction delivered asynchronously, and the percentage of ITV delivery. For help making these determinations, contact the Office of Distance Learning at 644-4635.
6. Design of “Recognition of Completion” Document. The proposal for a specialized studies program should include the name of the program, the date awarded, and the school or college (and department or unit) awarding the recognition. It should indicate whether it is an undergraduate or graduate specialized studies program. (Please see attached sample.)

Notes on Process:

1. The proposal is initiated by the director of the proposed specialized studies program, who submits it through the following approval sequence:
 - a. Department Curriculum Committee (or Advisory Committee for School, Institute or Center)
 - b. Department Chair (or Director of School, Institute or Center)
 - c. College Curriculum Committee
 - d. Academic Dean
 - e. Vice President for Faculty Development and Advancement for final approval
2. Following approval, the Office of Faculty Development and Advancement notifies the following offices that the specialized studies program is in effect:
 - a. Registrar
 - b. Department
 - c. Academic Dean
 - d. Dean of The Graduate School or Dean of Undergraduate Studies
3. Once approved, specialized studies programs should be included in each sponsoring unit’s *General Bulletin* copy in addition to being posted on the relevant website.
4. An approved specialized study may be modified by following the same approval sequence as the original proposal.
5. Units should inform the Office of the Vice President for Faculty Development and Advancement if they terminate a specialized studies program and should remove relevant material from their websites and their *Bulletin* copy.

