

MEMORANDUM

To: FIU Community

From: Deanne Butchey, Chair
Faculty Senate

Date: July 31, 2023

Subject: **SUBMISSIONS OF CURRICULUM PROPOSALS**

NEW E-MAIL FOR ALL SUBMISSIONS OF CURRICULUM PROPOSALS

We are writing to you to inform you of new changes in the submission and processing of **all** University Curriculum Proposals forms, beginning this Fall 2023 (August).

ALL FORMS must now be e-mailed directly to our **new e-mail address: Curriculum@fiu.edu** (*Curriculum Proposal Submissions*). **Proposals will no longer be accepted by Mary Cossio.** This will allow us to make sure that we have all submissions in one place and will help in the processing. This e-mail is to be used for **completed** curriculum proposals that have been approved by a college curriculum committee and has been approved **and signed by the Dean's Office.**

If you have any questions, please contact Mary Cossio, Faculty Senate Office at: cossiom@fiu.edu or Carolina Aquino, Academic Planning and Accountability Office at: aquinoc@fiu.edu.

Link to the [AY 2023-2024 Curriculum Calendar](#)

Link to the [Faculty Senate Curriculum Forms & Information](#)

Link to [University Curriculum Forms](#)

C: Susan Himburg, Associate VP of Academic Planning and Accountability
Jessica Moro, Manager of Academic Records Operations, Office of the Registrar
Rene Price, Associate Dean, University Graduate School