REQUEST FOR A COURSE CHANGE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

Existing:

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL</td>
<td>4693</td>
<td>State Administration</td>
</tr>
</tbody>
</table>

Proposed:

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL</td>
<td>4593</td>
<td>State Gov Admin &amp; Policy</td>
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</tbody>
</table>

Proposed Title: (full course title if longer than 30 characters)

State Government Administration and Policy

Proposed change(s) to this course: Mark all that apply.

Credit Hour Level Title Description Prerequisite Enrollment Restriction

Other:

Course Number

CIP Code

If changing, what is the new code?

Course description:

Existing:

State Administration & Policy is the study of the administrative institutions, policy making processes, and political environment of state government, emphasizing both theory and practice.

Proposed:

State Government Administration and Policy is the study of administrative institutions, policymaking processes, and political environments of state government, emphasizing both theory and practice.

Political Science

Department submitting the proposal

Dr. Alyssa L. Provencio aprovencio@uco.edu Ext. 5537

Person to contact with questions email address Ext. number

Approved by:

Rozelyn Miller Digitally signed by Rozelyn Miller Date: 2020.09.18 16:25:04 -05'00'

Digital Chairperson

College Curriculum Committee Chair

Date

(Please notify department chair when proposal is forwarded to dean.)

Academic Affairs Curriculum or Graduate Council

Date

(Please notify department chair when proposal is forwarded to AA.)

Effective term for this course change

Academic Affairs Form
August, 2015

Functional Review __CS__
(undergraduate proposals only)
(Assigned by the Office of Academic Affairs)
1. Does this course have an undergraduate / graduate counterpart?

**POL 5543 State Government Administration & Policy [title change and course number change in process]**

X Yes  No

2. Is this proposal part of a larger submission package including a program change?

X Yes  No

3. Does this course affect a teacher preparation program? (All courses required for any teacher preparation program must have approval from the Council on Teacher Education (CTE) before approval from AACC or Graduate Council.)

X Yes  No  If yes, send copy of proposal to the Education Curriculum Committee Chair, Dr. Darla Fent

CTE Approval (Stamp or initial) __________

4. Is this course currently listed in the University Core?

X Yes  No  If you wish this course be listed in the University Core, submit University Core course proposal.

5. Is this course a prerequisite for any other course(s)?

X Yes  No  If this change affects the prerequisite, complete course change proposal to delete or change prerequisite.

6. Is this course a requirement in any major or minor?

X Yes  No  If this change impacts the requirement of any major or minor, complete program change proposal.

7. Does this course affect majors or minors outside the department?

X Yes  No  If yes, provide name(s) of department chair(s) contacted, the dates, and the results of the discussion.

8. List all majors or minors which include this changed course as a requirement or elective.

(list major or minor by title not major code)

Program – Political Science

Major – 1. Political Science

2. Public Service (new name from Political Science-Public Administration)

9. Prerequisite courses:

Will the prerequisite courses change?  X Yes  No  If yes, fill out below, if no leave blank.

NOTE: Adding a “new course” as a prerequisite to an existing course will likely cause enrollment problems.

As listed at the end of the course description in the current catalog. (Required)

Existing:  POL 1203, 2413

Proposed:  ENG 1113, ENG 1213, and nine (9) credit hours in Political Science.

Example 1:  MATH 1213 and (MATH 2165 or MATH 2185) and CHEM 1213

Example 2:  (ACCT 2113 and 2213) and (MGMT 3013 or 3613)

Example 3:  8 hours of biology including BIO 1404

10. Co-requisite(s):  Prerequisite courses that may be taken in the same semester.

Will the co-requisite(s) change?  Yes  No  If yes, fill out below, if no leave blank.

As listed at the end of the course description in the current catalog. (Required)

Existing:  

Proposed:  

11. Concurrent enrollment:  Courses that must be taken the same semester.  Example:  lab courses.

Will the concurrent enrollment change?  Yes  No  If yes, fill out below, if no leave blank.

As listed at the end of the course description in the current catalog. (Required)
12. Does this course currently have enrollment restrictions?

Yes [x] No

If adding or changing enrollment restrictions answer questions 13-15. If not changing or add enrollment restrictions leave questions 13-15 blank.

13. Specify which major(s) may or may not take this course.

Will the major(s) restriction change? [ ] Yes [x] No

If yes, fill out below, if no leave blank.

Specifying a major, excludes all other majors from enrolling.

Existing (as appears in current catalog)
Check one: May [ ] May not [ ]

Major Code: [ ]

Proposed (if changing)
Check one: May [ ] May not [ ]

Major Code: [ ]

14. Which of the following student classification(s) may enroll in this course?

Will the classification restriction change? [x] Yes [ ] No

If yes, fill out below, if no leave blank.

Existing (as appears in current catalog)

Check all that apply:
Graduate (2) 19 + hours [ ]
Graduate (1) 0-18 hours [ ]
Post Baccalaureate [ ]
Senior [ ]
Junior [ ]
Sophomore [ ]
Freshman [ ]

Proposed (if changing)

Check all that apply:
Graduate (2) 19 + hours [x]
Graduate (1) 0-18 hours [ ]
Post Baccalaureate [x]
Senior [x]
Junior [x]
Sophomore [ ]
Freshman [ ]

15. Specify other restrictions for this course, if any.

Will other restrictions change? [ ] Yes [x] No

If yes, fill out below, if no leave blank.

Existing (as appears in current catalog)

Admission to Graduate Programs [ ]
Admission to Nursing Program [ ]
Admission to Teacher Education [ ]
Other: [ ]

Proposed (if changing)

Admission to Graduate Programs [ ]
Admission to Nursing Program [ ]
Admission to Teacher Education [ ]
Other: [ ]

16. Course objectives for this course: (Please refer to instructional objectives documents at: http://www.uco.edu/academic-affairs/faculty-staff/aacc.asp#FAQ/Helpful%20Hints.)

If previously approved objectives will be used without any changes, check here [x]

As they appear in the course syllabus

Existing:

As they will appear in the updated syllabus.

Proposed:

17. Please provide a concise, yet comprehensive, statement that explains the specific reasons for requesting the change(s). Include any documentation or assessment information available supporting this specific request.

The following changes are requested:

- Title: From the perspective of the literature in public administration, the existing title

...
of the course is ambiguous and misleading.

- **Course Description:** The course description is being changed to follow the CLA preference to begin the course description with the name of the course.
- **Prerequisites:** The following prerequisite courses are being added: ENG 1113, ENG 1213, and nine credit hours in Political Science. Fifteen hours of prerequisite courses will prepare students to successfully complete this course.
- **Enrollment Restriction:** A minimum of junior standing is required in order for a second semester junior to be able to take the course in case the course is only offered once in three semesters.
- **Course Number Change:** Currently, State Administration is listed as POL 4693 and POL 5543. Since this is a counterpart UG/GR course, a change to POL 4593/5593 is being requested to bring the course numbers into alignment. The course numbers are available per Ally Hardaway.

18. Clearly explain how the characteristics of this course meet or exceed those outlined in Course Level Characteristics. Complete this question only if requesting a course level change. (Copy and paste table from “Course Level Characteristics” document for the appropriate course level of proposed course. Document may be found on: [http://www.uco.edu/academic-affairs/files/aacc/forms/CLC%20table4_07.pdf](http://www.uco.edu/academic-affairs/files/aacc/forms/CLC%20table4_07.pdf).

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