REQUEST FOR A COURSE CHANGE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

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<th>Course Subject</th>
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<td>ART</td>
<td>3033</td>
<td>Jewelry for Non-Majors</td>
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Remember when abbreviating titles, this is how they will appear on student transcripts and schedules.

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

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

- [ ] Credit Hour
- [ ] Level
- [ ] Title
- [ ] Description
- [ ] Prerequisite
- [ ] Enrollment Restriction
- [ ] Other:

50.0701 CIP Code If changing, what is the new code?

For more information regarding CIP codes contact your department chair or visit: http://www.uco.edu/academic-affairs/ir/program_inventory.asp.

Course description:

As it appears in the current catalog. (required)

This course is designed for the non-major as an introduction to the metal arts through jewelry making. The student will learn basic skills in design, techniques and craftsmanship with the completion of several jewelry pieces and small metal objects. This course will include basic soldering, riveting, surface applications, metal forming, and enameling. Personal safety and proper use of tools and machinery related to jewelry making will be applied.

Existing:

As it will appear in the next catalog or indicate no change. (Please use standard American English including full sentences.) Course descriptions only. Do not include prerequisites or enrollment restrictions, these should be added under questions 9-15.

This course is designed for the non-major as an introduction to the metal arts through jewelry making. The student will learn basic skills in design, techniques and craftsmanship with the completion of several jewelry pieces and small metal objects. This course will include basic soldering, riveting, surface applications, metal forming, and enameling. Personal safety and proper use of tools and machinery related to jewelry making will be applied. This course may be taken 2 times for credit with the permission of instructor.

Proposed:

ART Department submitting the proposal

David Maxwell  Dmaxwell3@uco.edu  5209
Person to contact with questions  email address  Ext. number

Approved by:

David Maxwell  March 4, 2020
Department Chairperson

Dr. Sandra D. Thompson  9/28/20
College Dean

Effective term for this course change
(Assigned by the Office of Academic Affairs)
1. Does this course have an undergraduate / graduate counterpart?  
   Yes [x] No

2. Is this proposal part of a larger submission package including a program change?  
   Yes [x] 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.)  
   Yes [x] 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?  
   Yes [x] 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)?  
   Yes [x] 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?  
   Yes [x] 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?  
   Yes [x] 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)  
   N/A

9. Prerequisite courses:  
   Will the prerequisite courses change?  
   Yes [x] 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:
   Proposed:
   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 BIC 1404

10. Co-requisite(s): Prerequisite courses that may be taken in the same semester.  
   Will the co-requisite(s) change?  
   Yes [x] No  
   If yes, fill out below, if no leave blank.

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

11. Concurrent enrollment: Courses that must be taken the same semester. Example: lab courses.  
   Will the concurrent enrollment change?  
   Yes [x] No  
   If yes, fill out below, if no leave blank.

   Existing:
   Proposed:
   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 [X]  May not [ ]
   Major Code: ____________________________

   **Proposed** (if changing)
   Check one: May [X]  May not [ ]
   Major Code: ____________________________

14. Which of the following student classification(s) may enroll in this course?
   Will the classification restriction change? Yes [X]  No [ ]
   If yes, fill out below, if no leave blank.

   **Existing** (as appears in current catalog)
   Check all that apply:
   - Graduate (2) 19 + hours [X]  (1) 0-18 hours [ ]
   - Post Baccalaureate [ ]
   - Senior [X]  Junior [ ]  Sophomore [ ]  Freshman [ ]

   **Proposed** (if changing)
   Check all that apply:
   - Graduate (2) 19 + hours [X]  (1) 0-18 hours [ ]
   - Post Baccalaureate [ ]
   - Senior [X]  Junior [ ]  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 [X]  Admission to Nursing Program [ ]
   Admission to Teacher Education [ ]
   Other: (there is no indication of a restriction currently in the catalog) [ ]

   **Proposed** (if changing)
   Admission to Graduate Programs [ ]
   Admission to Nursing Program [ ]
   Admission to Teacher Education [ ]
   Other: may be repeated for credit a second time with the permission of instructor of record [X]

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.

There have been numerous requests by interested non-major students to continue their education into a second semester of jewelry making prior to graduation as a part of their elective credits. This change would facilitate that interest while maintaining momentum within the non-major course as whole. Upper level courses are reserved for majors and fill quickly.

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.)