REQUEST FOR A COURSE CHANGE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

<table>
<thead>
<tr>
<th>Existing</th>
<th>Subject</th>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FMCD</td>
<td>3313</td>
<td>Guidance of the Young Child</td>
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</table>

Remember when abbreviating titles, this is how they will appear on student transcripts and schedules

Proposed:

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

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

<table>
<thead>
<tr>
<th>Credit Hour</th>
<th>Level</th>
<th>Title</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Enrollment Restriction</th>
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Other:

[[19.01] 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)

Upon completion of the course, the student will gain an understanding of a developmentally appropriate, diverse, and inclusive environment and developmentally appropriate guidance techniques. The student will use developmentally appropriate guidance techniques with children ages 3, 4, and 5 years through observing teachers and through playing with children during scheduled lab hours. (Submitted for '20-21)

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.

Proposed: n/a

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Human environmental Sciences
Department submitting the proposal

Kaye Sears
Person to contact with questions

ksears@uco.edu
email address

5786
Ext. number

Approved by:

Kaye Sears 7-22-20
Department Chairperson

Lenore Ellis 8/18/20
College Dean

[Please notify department chair when proposal is forwarded to dean.]

College Curriculum Committee Chair 8-18-20
(Emma B.)

Academic Affairs Curriculum or Graduate Council

[Please notify department chair when proposal is forwarded to AA.]

Office of Academic Affairs

Effective term for this course change
(Assigned by the Office of Academic Affairs)

Academic Affairs Form
August, 2015

(undergraduate proposals only)
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

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.

   Contacted Dr. Barb Carter (prog. coor. for Early Childhood Ed) via email (6/23/2020) and she has no concerns with the changes in enrollment restrictions (email response 6/23/2020).

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)
   Early Childhood Education; Human Devel/Fam Sci (formerly Family Life Ed) – Child Devel. and Human Devel/Fam Sci (formerly Family Life Ed) - Marriage and Family

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.

   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 BIO 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:

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:

12. Does this course currently have enrollment restrictions?

Academic Affairs Form
August, 2015

Functional Review JF
(undergraduate proposals only)
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  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:  3042 | 3040 | 3000 |
   Proposed (if changing) Removing major restrictions
   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?  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  x
   Graduate (1) 0-18 hours  x
   Post Baccalaureate
   Senior  x
   Junior  x
   Sophomore
   Freshman
   Proposed (if changing)
   Check all that apply:
   Graduate (2) 19 + hours
   Graduate (1) 0-18 hours  x
   Post Baccalaureate
   Senior  x
   Junior  x
   Sophomore  x
   Freshman

15. Specify other restrictions for this course, if any.
   Will other restrictions change?  Yes  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
   Existing:  X
   As they appear in the course syllabus.
   Proposed:  n/a
   As they will appear in the updated syllabus.

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 course is often requested by other than the current approved majors to take the course. It is
   opening up the course to others in majors that would benefit from the content and want to take the
   course. Similarly, sophomores will be allowed to take the course.
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.
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