REQUEST FOR A COURSE CHANGE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

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<th>Course Subject</th>
<th>Number</th>
<th>Title</th>
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<tr>
<td>Existing:</td>
<td>SFTY</td>
<td>4873 Safety Program Development</td>
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<td>Proposed:</td>
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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:

51.2206 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 to provide an applied capstone experience for the Occupational Safety major, giving students the opportunity to address occupational safety and health program development, implementation, organization, administration, and operational management techniques.

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: No change

Adult Education and Safety Sciences

Department submitting the proposal

Dean Findley
Person to contact with questions
dfindley@uco.edu
email address
5863 Ext. number

Approved by:

Department Chairperson
Date

College Dean
Date

College Curriculum Committee Chair
Date

Academic Affairs Curriculum or Graduate Council
Date

Office of Academic Affairs
Date

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. It is a choice to meet the Capstone requirement for Occupational Safety (BS)

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)

   Occupational Safety major

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

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

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.

Academic Affairs Form  
August, 2015  
(undergraduate proposals only)
13. Specify which major(s) may or may not take this course.

Will the major(s) restriction change?  Yes  X No  

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  

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  
Graduate  (1) 0-18 hours  
Post Baccalaureate  
Senior  
Junior  
Sophomore  
Freshman  

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

Will other restrictions change?  X Yes  X No  

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:  Instructor permission required  

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  

Existing:  

As they appear in the course syllabus.

Proposed:  

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 capstone experience for the Occupational Safety major consists of two options: Internship or this course (Safety Program Development - SFTY 4873). The Internship is the best option for the student as it often leads directly to employment following graduation. The Safety Program Development course provides a similar experience in a classroom setting for those students who are unable to secure an internship. Adding "instructor permission" as an enrollment restriction to Safety Program Development will ensure our students visit with safety faculty about internship opportunities prior to selecting their capstone option.
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.

No course level change