

- Does this course have an undergraduate / graduate counterpart?
 Yes No
- Is this proposal part of a larger submission package including a program change?
 Yes No
- 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 No If **yes**, send copy of proposal to the Education Curriculum Committee Chair, Dr. Darla Fent
 CTE Approval (Stamp or initial) _____
- Is this course currently listed in the University Core?
 Yes No If you wish this course be listed in the University Core, submit University Core course proposal.
- Is this course a prerequisite for any other course(s)?
 Yes No If this change affects the prerequisite, complete course change proposal to delete or change prerequisite.
- Is this course a requirement in any major or minor?
 Yes No If this change impacts the requirement of any major or minor, complete program change proposal.
- Does this course affect majors or minors outside the department?
 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)
MFA in Design & MFA in Illustration

9. Prerequisite courses:
 Will the prerequisite courses change? 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: _____
 Proposed: _____

Example 1: MATH 1213 and (MATH 2165 or MATH 2185) and CHEM 1213 Example 3: 8 hours of biology including BIO 1404
 Example 2: (ACCT 2113 and 2213) and (MGMT 3013 or 3613)

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)

Existing: _____
 Proposed: _____

12. Does this course currently have enrollment restrictions?

Yes 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 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: 1640 | | |

Proposed (if changing)

Check one: May May not

Major Code: 1640 | 1600 | |

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
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? 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:

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

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.

Language has been added to this course description to allow both MFA in Design and MFA in Illustration students to take the course, which will accommodate the MFA in Design program change proposal.

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: <https://spaces.uco.edu/display/aaccproposals/UCO+AACC-main+page#UCOAACC-mainpage-faq-helpful-hints> .

n/a