REQUEST FOR A COURSE CHANGE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

<table>
<thead>
<tr>
<th>Existing:</th>
<th>Course Subject</th>
<th>Number</th>
<th>Course Title (maximum of 30 spaces)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES</td>
<td>5723</td>
<td>Portfolio Development</td>
<td></td>
</tr>
</tbody>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Other: Concurrent enrollment

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)

Taken during the final semester of the graduate degree program, this course will assist the student in developing job prospects, producing a resume, identifying strategies for self-promotion, and presenting a portfolio in person as well as online. Prerequisite(s): Concurrent enrollment in DES 5823 and DES 5506 are required. Permission of the MFA in Illustration program director is required. Enrollment is open to graduate Illustration majors only.

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.

Existing: No change

Proposed: No change

School of Design
Department submitting the proposal

McKenna Sanderson | Msanderson2@uco.edu | 5211
Person to contact with questions | email address | Ext. number

Approved by:
Amy Johnson (digital sig.) 09.15.20
Department Chairperson Date

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

ICGS Dean (for Graduate Proposals) Date

Effective Term (assigned by AA)
1. Does this course have an undergraduate / graduate counterpart?
   - Yes [ ] No [x]

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 [ ] No [x]
   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 [ ] No [x]
   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 [ ] No [x]
   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 [ ] No [x]
   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 [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 3513)
   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: ____________________________
    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? [x] Yes [ ] No
    If yes, fill out below, if no leave blank.

    Existing: ____________________________
    Proposed: ____________________________
    Concurrent enrollment in DES 5823 and DES 5506 are required. Permission of the MFA in Illustration program director is required.
    Concurrent enrollment in DES 5823 and DES 5506 or 5xx6 (Design Studio IV) are required. Permission of the MFA Design & Illustration division head is required.
12. Does this course currently have enrollment restrictions? 
   x 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?  x 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: 1640

   Proposed (if changing)
   Check one:  May x May not
   Major Code: 1640 1600

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
   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  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: https://spaces.uco.edu/display/aaccproposals/UCO+AACC-main+page#UCOAACC-mainpage-faq-helpful-hints)
   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.
   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.ucp.edu/display/aaccproposals/UCC+UACC-main+page#UCOAACC-mainpage-faq-helpful-hints.

n/a