



Proposal #  
(Academic Affairs use only)

**AY21-76 Rev 1** Proposal #  
(College use only)

## REQUEST FOR A COURSE CHANGE

University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

	Course Subject	Number	Course Title (maximum of 30 spaces)
Existing:	DES	5723	Portfolio Development

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.

<input type="checkbox"/>	Credit Hour	<input type="checkbox"/>	Level	<input type="checkbox"/>	Title	<input type="checkbox"/>	Description	<input type="checkbox"/>	Prerequisite	<input checked="" type="checkbox"/>	Enrollment Restriction
<input checked="" type="checkbox"/>	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](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.

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.

Proposed: No change

**School of Design**

Department submitting the proposal

<u>McKenna Sanderson</u>	<u>Msanderson2@uco.edu</u>	<u>5211</u>
Person to contact with questions	email address	Ext. number

Approved by:

Amy Johnson (digital sig.)      09.15.20

Michelle Moeller

9/28/20

Department Chairperson      Date

College Curriculum Committee Chair      Date  
(Please notify department chair when proposal is forwarded to dean.)

Dr. Sandra D. Thompson

9/28/20

College Dean      Date  
(Please notify department chair when proposal is forwarded to AA.)

Academic Affairs Curriculum or Graduate Council      Date

JCGS Dean (for Graduate Proposals)      Date

Office of Academic Affairs      Date

Effective Term (assigned by AA)

1. Does this course have an undergraduate / graduate counterpart?

Yes  No

2. Is this proposal part of a larger submission package including a program change?

Yes  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 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 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 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  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 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 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  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: \_\_\_\_\_

**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?

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:

<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

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