REQUEST FOR A COURSE CHANGE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

Existing: FMCD 5363 Ethics/Issues in Family/Child Studies

Proposed: n/a

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:

19.0101 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/fr/program_inventory.asp.

Course description:

As it appears in the current catalog. (required)

The study includes current issues that influence, effect and change families. The topic of ethics will

permeate all issues and be discussed separately.

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:

Human Environmental Sciences

Department submitting the proposal

Kaye Sears ksears@uco.edu 5786

Person to contact with questions email address 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  ___ 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?
   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)

   Family & Child Studies: Family Science (formerly Family Life Educator), Infant-Child Specialist, & Marriage and Family Therapy

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.

    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.

    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: ________

**Proposed** (if changing)

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
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: To be taken concurrently with the last semester of the graduate program

**Proposed** (if changing)

Admission to Graduate Programs
Admission to Nursing Program
Admission to Teacher Education
Other: Remove enrollment restriction

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

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.

Enrollment restriction is being removed to allow students to enroll at any time in their degree plan.

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.)
REQUEST FOR A COURSE CHANGE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

Existing: FMCD 5423 Linking Families and Communities

Proposed: N/A

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 X Enrollment Restriction

Other:

19.0101 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 a study of programs in the community that offer support, education, assistance, assessment and intervention to families. Students will research the program's mission and goals and effective means of program development, delivery and evaluation. Program methodology and evaluation will also be examined.

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: n/a

----------------------------------------

Human Environmental Sciences

Department submitting the proposal
Kaye Sears Ksears@uco.edu 5786
Person to contact with questions email address 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)

Academic Affairs Form
August, 2015

(undergraduate proposals only)
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

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)

   Family and Child Studies: Family Science (formerly Family Life Educator) and Infant Child Specialist

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.

    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.

    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
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:  3653  3654  
   **Proposed** (if changing) Removing major requirement
   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  
   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:
   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  
   As they appear in the course syllabus.

   **Existing**:
   
   **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.

   The course objectives and content is applicable to other majors outside the restrictions in place at this time. Any of the helping professions majors would benefit by 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](http://www.uco.edu/academic-affairs/files/aacc/forms/CLC%20table4_07.pdf).

NA