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Proposal #  
(Academic Affairs use only)

S20hes20 Proposal #  
(College use only)

# REQUEST FOR PROGRAM CHANGE(S)

University of Central Oklahoma

Please note: All information contained in this form will be reviewed by persons outside of your college. Please use clear and concise language when completing this form.

Name of program-major or minor to be changed: (maximum of 30 spaces)

Existing Name:

Family and Child Studies-Marriage and Family Therapy (MFT)

Proposed Name: (if changing)(maximum of 30 spaces)

\*Remember when abbreviating names, this is how they will appear on student's transcripts.

Proposed Name: (full name of program/major if longer than 30 spaces)

Is this a:  Program  Major  Minor  Sequence of Courses

Proposed change:

Name Change

Admission Requirement

Curriculum Change

GPA Requirement

Other:

Is this program:  Undergraduate  Graduate

Yes  No If yes, send copy of proposal to the Director of Teacher Education, Dr. Bryan Duke.

CTE Approval (Stamp or initial) \_\_\_\_\_

Human Environmental Sciences

Department submitting the proposal

Kaye Sears

ksears@uco.edu

5786

Person to contact with questions

email address

Ext. number

Approved by:

Kaye Sears  
Department Chair

*Kaye Sears* 7-22-20  
Date

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

*Anna Let-Kelly* 8-18-20  
Date

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

*Norma Cobb* 8/18/20  
Date

Academic Affairs Curriculum or Graduate Council Date

JCGS Dean

Date

Office of Academic Affairs

Date

Effective Term (assigned by AA)

1. Does the requested program change affect other programs or departments?  
 Yes  No  If yes, provide name(s) of department chair(s) contacted, date(s), and results of discussion(s).

2. Proposed curriculum change(s):  
 (Please include entire major/minor as it exists and as it is proposed. *Italicize and bold changes.*)

FROM	TO
(Existing Catalog Requirements)	(Proposed Catalog Requirements)

3. Degree Designation: (Example, B.A. to B.F.A.)  
 Existing Designation: \_\_\_\_\_ To: \_\_\_\_\_

4. Change(s) in Minimum GPA Requirements:  
 FROM (Existing Catalog Requirements) TO (Proposed Catalog Requirements)

5. Change(s) in Admission Requirements for the Program/Major:  
 FROM (Existing Catalog Requirements) TO (Proposed Catalog Requirements)

Admission Requirements  
 Submit the following items to:  
 Jackson College of Graduate Studies  
 100 N. University Drive, NUC 404  
 Edmond, OK 73034

- Online application for admission [www.uco.edu/graduate/](http://www.uco.edu/graduate/).
- *Admission to the LMFT program begins with 1) admission to the Graduate College followed by a 2) meeting with the program coordinator in HES, 3) receive an MFT admission packet of materials and 4) submit by the required deadline of January 15th for Fall semester only.*
- *GRE scores showing a minimum score of 300 (verbal and quantitative sections) and 3.5 on the writing portion.*
- Students with a native language other than English must submit evidence of English language proficiency. See Admission to Graduate Studies - English Language Proficiency (p.15).
- Official copies of undergraduate and graduate transcripts from each institution attended with all degrees posted. All transcripts must be from accredited institutions. Undergraduate transcripts must show:
  - *A minimum 2.75 GPA overall or 3.00 GPA in the last 60 hours attempted.*
  - *Completion of the following prerequisite courses: FMCD-2213 or PTE 3133, FMCD 2223, FMCD 4413, FMCD 3313, and three undergraduate hours in statistics.*
  - *Complete all prerequisites by the end of the first year of graduate study. They are deficiencies and will not be counted toward the graduate degree requirement.*
  - *Three (3) letters of recommendation (individually sealed in separate envelopes inside a large envelope with recommender's signature on back flap).*
  - *Current Resume*
  - *Applicants will be required to complete a writing sample session as part of the admission process. These are given once each semester.*
  - *Complete and submit application materials required by the FCS Department. Contact the program coordinator*

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 Edmond, OK 73034

- Online application for admission ([www.uco.edu/graduate/](http://www.uco.edu/graduate/)).
- *Admission to the Graduate FCS – MFT program is for the fall semester only. Application deadline is January 15<sup>th</sup>. Online application for admission can be accessed at: <http://sites.uco.edu/graduate/index.asp>*
- Official copies of undergraduate and graduate transcripts from each institution attended with all degrees posted. All transcripts must be from accredited institutions. Undergraduate transcripts must show:
  - *A preferred minimum 2.75 GPA overall or 3.00 GPA in the last 60 hours attempted.*
  - *Preferred completion of the following pre-requisite courses: FMCD 2213 or PTE 3133, FMCD 2223, FMCD 4413, FMCD 3313.*
- Students with a native language other than English must submit evidence of English language proficiency. See Admission to Graduate Studies - English Language Proficiency (p.15).
- A preferred GRE score of 300 (verbal and quantitative sections) and a 3.5 on the writing portion is requested.
- Complete and submit application materials by Jan. 15 as required by the FCS Department. A Family and Child Studies-MFT application is available online at...link  
 Note: The Family and Child Studies MFT Application has additional required materials. Also, note that admission to the Jackson College of Graduate Studies (JCGS) does not guarantee admission to the MFT Program. These are two separate application processes: 1) one to the JCGS, and 2) one to the Family and Child Studies - MFT program.

\*Students falling below these standards may qualify for

\*Students falling below these standards may qualify for conditional admission. See Admissions to Graduate Studies (p.13).

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6. Other requested action:

NA

7. Will requested change require additional funds?  Yes  No

*If yes, please specify the amount of the additional costs, the source of the funds, and how they will be expended over the next three years, including new or re-allocated full or part time faculty/staff.*

Additional Funds	20	20	20
Amount of additional costs			
Source of funds			
How funds will be expended			

8. Will requested change impact an embedded certificate?  Yes  No

Impacted Certificate:

If this change impacts any requirement of the embedded certificate, complete and submit a Certificate Change proposals.

9. Please provide a summary of the requested changes. (this is a listing of the changes requested) (This information will be submitted to the OSRHE)

The very limited changes are to make the process more clear for the path to the MFT major. The curriculum has not changed, the mode and method of MFT application has changed, the writing sample has been removed, the gpa and GRE requirement verbiage has been updated, the statistics prerequisite was removed because students get sufficient exposure to that content in other courses, and a note indicating dual admission processes was added.

10. The reason(s) for this change are based on which of the following: (Check all that apply; explain and document in Question #11)

- Specialized Accreditation
- SSCI (Self Study for Continuous Improvement)
- Benchmark (e.g. comparison to peer institutions)
- Assessment Data
- Faculty Knowledge/Discipline Expertise
- Advisory Board/Outside Professional Group
- Other: Request from the Graduate College to clarify admission requirements

11. For all items checked in Question #10, please provide a concise, yet comprehensive, statement that explains the reasons for requesting the change including any necessary documentation.

(The information provided here will be submitted to the OSRHE)

It was unclear in the catalog how to apply for the MFT major. The graduate college, CEPS advisors for graduate students, and Assistant Dean for program changes worked with me to clarify the process for students seeking this major.

12. State Regents Math Initiative questions: (For undergraduate degree programs only)

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics*, *Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.

2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.

3. How does this mathematics course articulate with your partner institutions?