

69 Proposal # S20aess10 Proposal #
(Academic Affairs use only) (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:

Adult and Higher Education- Interdisciplinary Studies

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

Degree Designation

Admission Requirement (program)

Curriculum Change

GPA Requirement

Other:

Is this program: Undergraduate Graduate

Is this 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 AACCC or Graduate Council.)

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

CTE Approval (Stamp or initial) _____

Adult Education and Safety Sciences

Department submitting the proposal

Michelle Johnson

Person to contact with questions

Mjohnson160@uco.edu

email address

5804

Ext. number

Approved by:

[Signature] 8/13/20
Department Chair Date

[Signature] 8/18/20
College Curriculum Committee Chair Date
(Please notify department chair when proposal is forwarded to dean.)

[Signature] 8/18/20
College Dean Date
(Please notify department chair when proposal is forwarded to AA.)

Academic Affairs Curriculum or Graduate Council Date

Office of Academic Affairs

Date

Effective term for this program change
(Assigned by Academic Affairs)

PD

1. Does this 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
N/A

3. Degree Designation: (Example, B.A. to B.F.A.)

Existing Designation: N/A To:

4. Change(s) in Minimum GPA Requirements:

FROM (Existing Catalog Requirements) TO (Proposed Catalog Requirements)
N/A

5. Change(s) in Admission Requirements for the Program/Major:

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

ADMISSION REQUIREMENT CHANGE APPLIES TO THE AHE PROGRAM MAJORS: E-learning, Interdisciplinary, Talent Development, and Student Personnel.

- Online application for admission (www.uco.edu/graduate/).
- **Official** copies of graduate and undergraduate transcripts from each institute attended with all degrees posted. All transcripts must be from accredited institutions. Undergraduate transcripts must show a minimum 2.75 overall GPA or 2.75 GPA in the last 60 hours attempted.*
- **Completion of a Writing Sample through UCO Testing Services** (<http://www.uco.edu/student-affairs/testing/>) 405.974.2388 *For Students needing special arrangements for completion of the Writing Sample, please contact the Program Coordinator/ Advisor. (remove)
- **Admissions and Writing Sample Deadlines:** ◦ **Fall Semester: July 1** ◦ **Spring Semester: November 1** ◦ **Summer Semester: April 1 (remove)**
- 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). *Students falling below these standards may qualify for conditional

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- **Submit a personal statement along with the application. This is a short essay to introduce yourself, discuss your career goals and interest in our program. This statement is limited to two pages in length. (add)**
- 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). *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:

N/A

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

In the Adult and Higher Education program, we are eliminating the admission requirement of submitting a writing sample and switching to asking our students to submit a personal statement along with their graduate application.

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

- 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: Remove Writing Sample through UCO Testing Services to remove
- financial burden on Student

10. For all items checked in Question #9, 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)

Upon learning that the testing center would begin charging our graduate students to complete the writing sample, the faculty decided that it was in the best interests of our students to eliminate this additional cost when applying to our program.