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:   X Program   ___ Major   ___ Minor   ___ Sequence of Courses

Proposed change:
___ Name Change
___ Degree Designation
X   Admission Requirement (program)
___ Curriculum Change
___ GPA Requirement
___ Other:

Is this program:   ___ Undergraduate   X 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  X 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:

Department Chair  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 program change
(Assigned by Academic Affairs)
1. Does this program change affect other programs or departments?
   - Yes  [X] 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 admission. See Admissions to Graduate Studies (p.13).
6. Other requested action: 
N/A

7. Will requested change require additional funds?  
Yes  X 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.*

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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 x 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.