PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: LLAW 261 Prerequisite Change

Initiating Unit or Individual:  Gayle Lopez  
Contact Person's Name:  Karen Ottobre  e-mail:  ottobrek@ferris.edu  phone:  2427  
Date or Term of Proposal Implementation:  2010 Spring  
☐ Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor  
☐ Group I - B – New minors or concentrations  
☒ Group II - A – Minor curriculum clean-up and course changes  
☐ Group II - B – New Course  
☐ Group III - Certificates  
☐ Group IV – Off-Campus Programs  

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<tr>
<th>Group/Individual</th>
<th>Signature</th>
<th>Date</th>
<th>Vote/Action *</th>
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<td>Program Faculty</td>
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<td>Department Faculty</td>
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<td>Department Head</td>
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<td>College Curriculum Committee</td>
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<tr>
<td>Academic Affairs</td>
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<td>9/26/09</td>
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* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

To be completed by Academic Affairs

President (Date Approved)  Board of Trustees (Date Approved)  President's Council (Date Approved)
1. Proposal Summary

Minor curriculum change – Change the prerequisite for LLAW 261 - Probate and Estate Planning. Currently, LLAW 260 - Real Estate Law is listed as a prerequisite for LLAW 261. We have switched the semesters and are currently offering LLAW 261 - Probate and Estate Planning in the Fall Semester and LLAW 260 - Real Estate Law in the Spring Semester. As such, most students will take LLAW 261 – Probate and Estate Planning before LLAW 260 - Real Estate Law. The switch in the semesters was made so most students taking LLAW 260 - Real Estate Law have already taken BLAW 321 - Contracts & Sales. The new prerequisite should be LLAW 161 – Law in the United States 2 for both LLAW 260 and LLAW 261.

2. Summary of All Course Action Required*

c. Existing Course(s) to be Modified:

<table>
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<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>LLAW</td>
<td>261</td>
<td>Probate and Estate Planning</td>
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</table>

*Contact Senate Secretary or UCC Chair if spaces for additional courses are needed.
I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

Notes:
1. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
2. If either prefix or number is being changed, use 'Delete Course' and 'Create New Course' forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below): N.P

b. Term Effective (6 digit code only): 201001  Examples: 200801(Spring), 200805(Summer), 200808(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. CURRENT: Include information that is in the current course database.

a. Course Prefix: LLAW

b. Number: 261

c. Enter Contact Hours per week in boxes.

- LECTure [3.0]
- LAB
- INDependent Study – Check (x) □ Practicum: □ Seminar: □

d. Course Title: Probate & Estate Planning

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix: 

b. Number: 

c. Enter Contact Hours per week in boxes.

- LECTure [ ]
- LAB [ ]
- INDependent Study – Check (x) □ Practicum: □ Seminar: □

d. Course Title: (Limit to 30 characters/spaces.)

e. College Code: 

f. Department Code: 

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: □ Variable □ Fixed

h. Maximum Credit Hours [ ]

i. Minimum Credit Hours [ ]

j. May Be Repeated for Added Credit: Check (x) □ Yes □ No

k. Levels: Check (x) □ Undergraduate □ Graduate □ Professional

l. Grade Method: Check (x) □ Normal Grading □ Credit/No Credit only (Pass/Fail)

m. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

n. Term(s) Offered: [ ] (See instructions for listing.) o. Max. Section Enrollment: [ ]

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces. LLAW 161

UCO Chair Signature/Date: 9/21/09

Academic Affairs Approval Signature/Date: 9/22/07

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code □ Basic Skill (BS) □ General Education (GE) □ Occupational Education (OC) □ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE _ SCADTL _ SCARRES _ SCAPREQ _
I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

Notes:
3. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
4. If either prefix or number is being changed, use 'Delete Course' and 'Create New Course' forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below): ☑

b. Term Effective (6 digit code only): 201001 Examples: 200801(Spring), 200805(Summer), 200808(Fall)
   Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. CURRENT: Include information that is in the current course database.

a. Course Prefix: LLAW
b. Number: 260
   c. Enter Contact Hours per week in boxes.
      LECTure: 3.0 LAB: ☐ INDependent Study – Check (x) ☐
      Practicum: ☐ Seminar: ☐

d. Course Title: Real Estate Law

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I.
Leave all other spaces blank.

a. Course Prefix: ☐ b. Number: ☐
   c. Enter Contact Hours per week in boxes.
      LECTure: ☐ LAB: ☐ INDependent Study – Check (x) ☐
      Practicum: ☐ Seminar: ☐

d. Course Title: ☐ (Limit to 30 characters/spaces.)

e. College Code: ☐ f. Department Code: ☐

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable ☐ Fixed h. Maximum Credit Hours: ☐ i. Minimum Credit Hours: ☐

j. May Be Repeated for Added Credit: Check (x) ☐ Yes ☐ No

k. Levels: Check (x) ☐ Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) ☐ Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.
   ☐

n. Term(s) Offered: S (See instructions for listing.) o. Max. Section Enrollment: ☐

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces. ☐

UCC Chair Signature/Date: ____________________________ 9/12/09

Academic Affairs Approval Signature/Date: ____________________________ 9/12/09

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) G.E. Codes

Office of the Registrar use ONLY

Date Rec’d: _____ Date Completed: _____ Entered: SCACRSE _ SCADETL _ SCARRES _ SCAPREQ _

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