**PROPOSAL SUMMARY AND ROUTING FORM**

**Proposal Title:** Pre-requisite clean up - EDLA courses

*Initiating Unit or Individual:* School of Education  
*Contact Person's Name:* Liza Ing  
*e-mail:* ingl@ferris.edu  
*phone:* x5362  
*Date or Term of Proposal Implementation:* 2012-2013  

- 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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*Vote must be shown for faculty groups. Administrators check appropriate action taken.

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**To be completed by Academic Affairs**

*President (Date Approved)  Board of Trustees (Date Approved)  President's Council (Date Approved)*

*VPAA  APR 13 2011  PROVOST*
1. Proposal Summary
   (Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

   Students who are in the Language Arts minor in the Elementary Education program are required to have a grade of B or better in ENGL 150 and ENGL 250. Currently, when students register for the EDLA courses, Banner recognizes that the student has or does not have the course but does not recognize the grade requirement. This has allowed students to be ready to student teach and not have met this requirement. In an effort to better serve students, this proposal is adding the grade requirement prior to being allowed to register for EDLA courses.

2. Summary of All Course Action Required*
   a. Newly Created Courses to FSU:
      Prefix    Number    Title

   b. Courses to be Deleted From FSU Catalog:
      Prefix    Number    Title

   c. Existing Course(s) to be Modified:
      Prefix    Number    Title
      EDLA      207    Emergent Literacy
      EDLA      222    Text and the Child
      EDLA      340    Writer's Workshop
      EDLA      342    Reader Response
      EDLA      476    Inquiry in K-8 Classrooms

   d. Addition of existing FSU courses to program
      Prefix    Number    Title

   e. Removal of existing FSU courses from program
      Prefix    Number    Title
3. Summary of All Consultations

Form Sent (B or C)  Date Sent  Responding Dept.  Date Received & by Whom

4. Will External Accreditation be Sought? (For new programs or certificates only)

___________ Yes  ________ X _______ No

If yes, name the organization involved with accreditation for this program.

5. Program Checksheets affected by this proposal. None- the pre-requisite is already there as well as the grade requirement. This is mainly to fix it in Banner.
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): Add grade requirement to pre-
requirement

b. Term Effective (6 digit code only): 201201 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: EDLA
b. Number: 207

Lecture: 3 Lab: [ ] Independent Study – Check (x) [ ]
Practicum: [ ] Seminar: [ ]

d. Course Title: Emergent Literacy

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. ENGL 150 & 250- B or better

US CRRU Chair Signature/Date: 4/11/11 Academic Affairs Approval Signature/Date: 4/11/11

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
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): Add grade requirement to prerequisite course

b. Term Effective (6 digit code only): 201201 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   b. Number   c. Enter Contact Hours per week in boxes.
EDLA 222 LECTure 4   LAB  INDependent Study – Check (x)  Practicum:      Seminar:

d. Course Title: Text and the Child

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 4   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 Enrolment:

Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces. ENGL 150 & 250- B or better

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
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): Add grade requirement to pre-requisite course

b. Term Effective (6 digit code only): 204101 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: EDLA
b. Number: 340

LECture [ ] LAB [ ] INDependent Study – Check (x) [ ]
Practicum: [ ] Seminar: [ ]

d. Course Title: Writer's Workshop

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. ENGL 150 & 250- B or better

UCC Chair Signature/Date: [ ]
Academic Affairs Approval Signature/Date: [ ]

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
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): Add grade requirement to pre-requisite course

   b. Term Effective (6 digit code only): 201410 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      b. Number      c. Enter Contact Hours per week in boxes.
      EDLA              342
      LECture [ ]  LAB [ ] INDependent Study – Check (x) [ ]
      Practicum: [ ]  Seminar: [ ]

d. Course Title: Reader Response

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.

   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. ENGL 150 & 250- B or better

UCC Chair Signature/Date: [ ]  Academic Affairs Approval Signature/Date: [ ]

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  [ ]
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): Add grade requirement to pre-
      requisite course

   b. Term Effective (6 digit code only): 201408 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:
   b. Number: 476
   c. Enter Contact Hours per week in boxes.
      Lecture: 3  Lab:  □  INDependent Study – Check (x) □ Pracicum: □  Seminar: □

   d. Course Title: Inquiry into K-8 Classrooms

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) □ Pracicum: □  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. ENGL 150 & 250- B or better

UGC Chair Signature/Date: 4/11/11  Academic Affairs Approval Signature/Date: 4/1/14

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 propose that all EDLA classes - EDLA 207, 222, 340, 342 and 476 have the catalogue prerequisite read, "Pre-requisites: "Engl 150 and Engl 250 with grades of "B"or better."

This would need to be programmed in Banner as well. "MY Degree" already is enforcing these requirements.

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