# Proposal Summary and Routing Form

**Proposal Title:** Banner Caps: ENGL 415

**Initiating Unit or Individual:** Dept of Lang & Lit  
**Contact Person's Name:** Sandy Balkema  
**e-mail:** balkemas@ferris.edu  
**phone:** ext. 2519  
**Date or Term of Proposal Implementation:** Spring 2012

- [x] 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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<th>Group/Individual</th>
<th>Signature</th>
<th>Date</th>
<th>Vote/Action *</th>
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<td>Program or Academic Unit Faculty</td>
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<tr>
<td>Department Faculty</td>
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<td>11/8/11</td>
<td>Support</td>
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<td>Department Head</td>
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<td>College Curriculum Committee</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.

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**To be completed by Academic Affairs**

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

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**VPAA**  
**DEC 1 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.)

This fall, prompted by a request by the Provost's office, the Department of Languages & Literature is updating Banner caps to reflect current and ongoing enrollment practices.

The cap for English 415, Theories of Composition, is being revised to reflect enrollment practices for all writing courses offered by the department (23 capacity for face-to-face 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
      ENGL          415       Theory of Composition

   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**

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<th>Form Sent (B or C)</th>
<th>Date Sent</th>
<th>Responding Dept.</th>
<th>Date Received &amp; by Whom</th>
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<td>None</td>
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4. **Will External Accreditation be Sought? (For new programs or certificates only)**

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<th>Yes</th>
<th>No</th>
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   If yes, name the organization involved with accreditation for this program.

5. **Program Checksheets affected by this proposal.**

   None, Banner change only
MODIFY COURSE
Course Data Entry Form

FORM F

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):

b. Term Effective (6 digit cose 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.
   ENGL 415  LECTure [ ] LAB [ ] INDependent Study – Check (x) [ ]
   Practicum: [ ] Seminar: [ ]

d. Course Title: [Theories of Composition]

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: on demand (See instructions for listing.) o. Max. Section Enrollment: 23

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

UCC Chair Signature/Date: ______________________________ 1/1 __________________

Academic Affairs Approval Signature/Date: ______________________________ 1/1/2012

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: SCAERSE ___ SCADETL ___SCARES ___ SCAPREQ ___