Proposal Title: **Banner Caps: LITR 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**

- [ ] 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
- [X] 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>Department Faculty</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)

**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 on-going enrollment practices.

The cap for Literature 415, Teaching Literature in Secondary Schools, is being revised to reflect enrollment practices for all upper-level writing and literature 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
   LITR  415  Teach Litr-Secondary School

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>Responding Dept.</th>
<th>Date Received &amp; by Whom</th>
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4. Will External Accreditation be Sought? (For new programs or certificates only)

- [ ] Yes
- [ ] No

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
Modify Course
Rev. 07/23/07

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 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.
   LITR 415
   LECTure ☑  LAB ☐ INDependent Study – Check (x) ☐
   Practicum: ☐ Seminar: ☐
   d. Course Title: Teaching LITR-Secondary

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: F, Sp (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/____

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 __