PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: **Minor Revision to COAS 497**

Initiating Unit or Individual: **Roxanne Cullen**
Contact Person's Name: **Roxanne Cullen**  e-mail: cullenr@ferris.edu  phone: **x2713**

Date or Term of Proposal Implementation: **Summer 2012**

- [ ] Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor
- [x] 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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* 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
(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights.
Additional rationale may be attached.)
When the special studies course was first proposed, the form indicated that the special studies number could not be repeated for credit, and no caps were specified. Through this proposal, we would like to have the course be available to students to repeat for credit and we would like to add caps.

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

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

e. Removal of existing FSU courses from program
Prefix Number Title
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): [Space] 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: COAS
b. Number: 497
c. Enter Contact Hours per week in boxes.
   Lecture: [Space] Lab: [Space] INDependent Study – Check (x) X
   Practicum: [Space] Seminar: [Space]
d. Course Title: [Space]

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

a. Course Prefix: [Space]
b. Number: [Space]
c. Enter Contact Hours per week in boxes.
   Lecture: [Space] Lab: [Space] INDependent Study – Check (x) [Space]
   Practicum: [Space] Seminar: [Space]
d. Course Title: [Space] (Limit to 30 characters/spaces.)
e. College Code: [Space] f. Department Code: [Space]

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) 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: [Space] (See instructions for listing.)
 o. Max. Section Enrollment: 8

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

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 __
February 28, 2012

TO:  Don Flickinger, Associate Provost of Academic Affairs  
     Meral Topcu, Chair, College Curriculum Committee

FR:  J. Andy Karafa, Interim Dean

RE:  Minor Revision to COAS 497

Enclosed for your information is the proposal for minor revision to COAS 497 which I have approved to be offered Summer 2012.

Thank you.

Cc:  Roxanne Cullen  
     Amy Truong