### PROPOSAL SUMMARY AND ROUTING FORM

**Proposal Title:** Special Studies in CITS  
**Initiating Individual:** Darlene Waring  
**Initiating Department or Unit:** AFIS  
**Contact Person's Name:** Darlene Waring  
**Email:** darlenewaring@farris.edu  
**Phone:** 231-591-2434

- [ ] Group I-A – New Degree, major, concentration, minor, or redirection of a current offering  
- [ ] Group I-B – Deletion of a degree, major, concentration, or minor  
- [X] Group II-A – New Course, modification of a course, deletion of a course  
- [ ] Group II-B – Minor Curriculum Clean-up  
- [ ] Group III – Certificate (☐ College Credit ☐ Non-credit ☐ New Certificate)  
- [ ] Group IV – Other site location (☐ College Credit ☐ Non-credit )  

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<thead>
<tr>
<th>PLEASE PRINT AND SIGN YOUR NAME</th>
<th>DATE</th>
<th>VOTE/ACTION * Number Count</th>
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<td>**Program Representative **</td>
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<td>[James R. Woolen]</td>
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<td>**Department/School/Faculty Representative Vote **</td>
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<td><strong>College Curriculum Committee/Faculty</strong></td>
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<td>**University Curriculum Committee **</td>
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<td>**Senate **</td>
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<tr>
<td>Academic Affairs</td>
<td>7/20/15</td>
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* Support with Concerns or Not Support must include identification of specific concern with appropriate rationale.  
** Number Count must be given for all members present and/or voting.

To be completed by Academic Affairs  
Date of Implementation: [Click here to enter text]  

President (Date Approved)  
Board of Trustees (Date Approved)  
Academic Officers of MI (Date Approved)
1. Proposal Summary: (Summary is generally less than one page. Briefly state what is proposed with a summary of rationale and highlights)
   These special studies courses (200, and 300 level) are being designed to allow students to work closely with a faculty member to pursue a topic of specialized interest. Topics for study and project requirements will be negotiated jointly between the faculty member and student.

2. Summary of Curricular Action (Check all that apply to this proposal)
   - ☐ Degree
   - ☐ Major
   - ☐ Minor
   - ☐ Concentration
   - ☐ Certificate
   - ☑ Course
     - ☑ New
     - ☐ Modification
     - ☐ Deletion

   Name of Degree, Major, etc.: Click here to enter text.

3. Summary of All Course Action Required: Click here to enter text.
   A. Newly Created Courses to be Added to the Catalog
      - Prefix: CITS
        - Number: 297
        - Title: Special Studies in CITS
        - Number: 397
        - Title: Special Studies in CITS

   B. Courses to be Deleted from FSU Catalog

   C. Courses to be Deleted from FSU Catalog

   D. Existing Courses to be Modified

   E. Addition of existing FSU courses to program

   F. Removal of existing FSU courses from program

4. Summary of All Consultations

   Form Sent (B or C)  | Date Sent | Responding Department | Date Received & By Whom
   -------------------|-----------|------------------------|----------------------
   Click here to enter text | Click here to enter text | Click here to enter text | Click here to enter text

5. Will External Accreditation be sought? (For new programs or certificates only)
   - ☐ Yes
   - ☑ No

   If yes, name the organization involved with accreditation for this program. Click here to enter text.

6. Is a PCAF required? ☐ Yes ☑ No
   Is the PCAF approved? ☐ Yes ☑ No
   (If yes, supply link on Academic Affairs website where PCAF is posted.)
7. Program Check sheets affected by this proposal (Check all that apply to this proposal)
   - [ ] Add Course
   - [ ] Delete Course
   - [ ] Modify Course
   - [ ] Change Prerequisite
   - [ ] Move from required to elective
   - [ ] Move from elective to required
   - [ ] Change Outcomes and Assessment Plan
   - [ ] Change Credit hours

8. List all Check sheets affected by this proposal:

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<th>College</th>
<th>Department</th>
<th>Program</th>
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COURSE INFORMATION FORM

Complete all items below (New or Current).
Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

☐ Prefix (current)    ☐ Number (current)    ☐ LEC __ Lab __ SEM __ (current)

(New) CITS        (New) 297

☐ Title (current)

(New) Special Studies in CITS

☐ Credit Hours (current)    ☐ Prerequisites (current)    ☐ Co-requisites (current)

(New) 1 - 3        (proposed)        (proposed)

☐ Course Description (current): (125 words maximum)

(New):
This special studies course has been designed to allow students to work closely with a faculty member to pursue a topic of specialized interest. Topics for study and project requirements will be negotiated jointly between the faculty member and the student. Offered on demand.

☐ Course Outcomes and Assessment Plan (current)

(New):
Outcomes: Will be defined in a written proposal between the student and faculty.
Assessment: Students will demonstrate that course outcomes and assessment criteria have been met.

☐ Course Outline including Time Allocation (current)
Express Time Allocation in one of the following formats for a 3 credit hour course, adjust accordingly:
Weeks (15 weeks)
Hours (45 hours, assuming 3 contact hours per week)
Percentages (100 percent)

(New)
Topics for students and project requirements negotiated and documented between student and faculty – 100%.
COURSE INFORMATION FORM

Complete all items below (New or Current).
Check all boxes where modifications are being made.
Enter the modification to be made (Proposed).

Course Identification

☐ Prefix (current) ☐ Number (current) ☐ LEC ___ LAB ___ SEM ___ (current)

(New) CITS (New) 397 (Enter Contact Hours per week)
LEC ___ LAB ___ SEM ___ (New):

☐ Title (current)

(New) Special Studies in CITS

☐ Credit Hours (current) ☐ Prerequisites (current) ☐ Co-requisite (current)

(New) 1 - 3 (proposed) (proposed)

☐ Course Description (current): (125 words maximum)

(New):
This special studies course has been designed to allow students to work closely with a faculty member to pursue a topic of specialized interest. Topics for study and project requirements will be negotiated jointly between the faculty member and the student. Offered on demand.

☐ Course Outcomes and Assessment Plan (current)

(New):
Outcomes: Will be defined in a written proposal between the student and faculty.
Assessment: Students will demonstrate that course outcomes and assessment criteria have been met.

☐ Course Outline including Time Allocation (current)
Express Time Allocation in one of the following formats for a 3 credit hour course, adjust accordingly:
Weeks (15 weeks)
Hours (45 hours; assuming 3 contact hours per week)
Percentages (100 percent)

(New)
Topics for students and project requirements negotiated and documented between student and faculty — 100%.
CREATE NEW COURSE
Course Data Entry Form

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for those courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE
   Desired Term Effective (6 digit code only): 201505 Examples: 201301 (Spring), 201305 (Summer), 201308 (Fall) Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:
   a. Course Prefix: CITS
   b. Number: 257
   c. Contact Hours: 1 - 3 LECTURE LAB ☐ Seminar
      [Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.]
   d. □ Practicum ☑ Independent Study
      [Check (x) box as appropriate. See definitions in Appendix E.]
   e. Course Title: Special Studies in CITS
      (Limit to 30 characters including punctuation and spaces.)
   f. College Code: BU  g. Department Code: AFIS  h. Credit Hours: Check (x) type ☑ Variable ☐ Fixed
   i. Enter number in box: Minimum Credit Hours 1  j. Maximum Credit Hours 3
   k. May Be Repeated for Added Credit: Check (x) ☑ Yes ☐ No
      If yes, Max Times 3 or Max Credits Awarded
   l. Levels: Check (x) ☑ Undergraduate ☐ Graduate ☐ Professional
   m. Grade Method: Check (x) ☑ Normal Grading ☐ Credit/No Credit (Pass/Fail)
   n. Does proposed new course replace an equivalent course? Check (x) ☑ Yes ☐ No
   o. Equivalent course: Prefix  Number
   p. CATALOG DESCRIPTION—Limit to 125 words—PLEASE BE CONCISE.
      This special studies course has been designed to allow students to work closely with a faculty member to pursue a topic of specialized interest. Topics for study and project requirements will be negotiated jointly between the faculty member and the student. Offered on demand.
   q. Term(s) Offered: Fall, Spring Summer  r. Max Section Enrollment 5  S. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)
   s. Co-requisites: courses must be taken concurrently (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

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

UCC Chair Signature/Date: ________________________________ 4/1/15

Office of the Registrar use ONLY
Date Rec’d: ______ Date Completed: ______ Entered: SCACRSE ______ SCADETL ______ SCARRES ______ SCAPREQ ______
CREATE NEW COURSE
Course Data Entry Form

FORM F
Rev. September 2012

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, Form F's that reflect the prerequisite change must be submitted for these courses as well. See Appendix E Instructions for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code only): 201505 Examples: 201301 (Spring), 201305 (Summer), 201308 (Fall) Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. NEW COURSE ATTRIBUTES:

a. Course Prefix: CITS
b. Number 397
c. Contact Hours 1 – 3 LECTURE LAB Seminar
   [(Enter hours per week in box. See formula for contact hours to credit hours in Appendix E.)

d. ☐ Practicum ☑ Independent Study
   [Check (x) box as appropriate. See definitions in Appendix E.]

e. Course Title: Special Studies In CITS
   (Limit to 50 characters including punctuation and spaces.)

f. College Code: BU
g. Department Code: AFIS
h. Credit Hours: Check (x) type ☑ Variable ☐ Fixed

i. Enter number in box: Minimum Credit Hours 1
   Maximum Credit Hours 3

k. May Be Repeated for Added Credit: Check (x) ☑ Yes ☐ No
   If yes, Max Times ☑ or Max Credits Awarded

l. Levels: Check (x) ☑ Undergraduate ☐ Graduate ☐ Professional

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

n. Does proposed new course replace an equivalent course? Check (x) ☑ Yes ☑ No

o. Equivalent courses: Prefix Number

p. CATALOG DESCRIPTION – Limit to 125 words – PLEASE BE CONCISE.

This special studies course has been designed to allow students to work closely with a faculty member to pursue a topic of specialized interest. Topics for study and project requirements will be negotiated jointly between the faculty member and the student. Offered on demand.

q. Term(s) Offered: Fall, Spring Summer r. Max Section Enrollment 5

Lecturer: Lab: s. Prerequisites or Restrictions: (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

t. Co-requisites: courses must be taken concurrently (If none, leave blank. Limit to 100 characters including punctuation and spaces.)

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

LICC Chair Signature/Date:


Academic Affairs Approval Signature/Date:

Office of the Registrar use ONLY

Date Rec’d: ___________________________ Date Completed: ___________________________
Entered: SCACRSE____ SCADTL____ SCARRES____ SCAPREQ____