APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR and MINOR RECEIVED

1. Submitted by the College of Education Date: 05/16/08
   Department/Division offering course: Educational Policy Studies and Evaluation

2. What type of change is being proposed? ☐ Major ☑ Minor* 
   *See the description at the end of this form regarding what constitutes a minor change. Minor changes are sent directly from the dean of the college to the Chair of the Senate Council.
   If the Senate Council chair deems the change not to be minor, the form will be sent to the appropriate Council for normal processing and an email notification will be sent to the contact person.

   **PROPOSED CHANGES**
   Please complete all “Current” fields.

   Fill out the “Proposed” field only for items being changed. Enter N/A if not changing.

   Circle the number for each item(s) being changed. For example: 6.

3. Current prefix & number: EPE 670 Proposed prefix & number: Same

4. Current Title
   Policy Issues in Higher Education
   Proposed Title* Same as above
   *If title is longer than 24 characters (including spaces), write a sensible title (24 characters or less) for use on transcripts:

5. Current number of credit hours: 3 Proposed number of credit hours: 3

6. Currently, is this course repeatable? YES ☐ NO ☑ If YES, current maximum credit hours: 
   Proposed to be repeatable? YES ☐ NO ☑ If YES, proposed maximum credit hours: 

7. Current grading system: ☑ Letter (A, B, C, etc.) ☐ Pass/Fail
   Proposed grading system: ☐ Letter (A, B, C, etc.) ☑ Pass/Fail

8. Courses must be described by at least one of the categories below. Include the number of actual contact hours per week for each category, as applicable.

   Current:
   - CLINICAL
   - INDEPEND. STUDY
   - COLLOQUIUM
   - DISCUSSION
   - PRACTICUM
   - RECITATION
   - LABORATORY
   - RESEARCH
   - 3 LECTURE
   - RESIDENCY
   - SEMINAR
   - STUDIO
   - OTHER – Please explain:

   Proposed:
   - CLINICAL
   - INDEPEND. STUDY
   - COLLOQUIUM
   - DISCUSSION
   - PRACTICUM
   - RECITATION
   - LABORATORY
   - RESEARCH
   - 3 LECTURE
   - RESIDENCY
   - SEMINAR
   - STUDIO
   - OTHER – Please explain:

   Requested effective date (term/year): Summer II / 2008
APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR and MINOR

10. Current teaching method: ☑ N/A  ☐ Community-Based Experience  ☐ Service Learning Component  ☐ Both
    Proposed teaching method (if applicable): ☐ Community-Based Experience  ☐ Service Learning Component  ☐ Both

11. Current cross-listing: ☑ N/A
    Prefix and Number
    NAME of current cross-listing DEPARTMENT
    a. Proposed – REMOVE the current cross-listing: ☐
    b. Proposed – ADD a cross-listing:
       Prefix and Number
       Signature of chair of proposed cross-listing department

12. Current prerequisites:
    none

    Proposed prerequisites:
    none

13. Current Bulletin description:
    A survey of modern tendencies in higher education; scope and development, objectives, organization, administration, curricula, finance, faculty and student personnel. Designed primarily for prospective college administrators, teacher, and registrars.

    Proposed Bulletin description:
    same

14. What has prompted this change?
    Inclusion of the course as a part of Educational Policy Studies Carnegie Foundation project on the Education Doctorate- To deliver a distance learning Ed D.

15. If there are to be significant changes in the content or teaching objectives of this course, indicate changes:
    The course will have the same content and objectives but, will be offered as a distance learning and internet course.

16. Please list any other department that could be affected by the proposed change:
    None

17. Will changing this course change the degree requirements for ANY program on campus? ☐ YES ☑ NO
    If YES, list below the programs that require this course:

---

*In order for the course change to be considered, program change form(s) for the programs above must also be submitted.*
APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR and MINOR

18. Is this course currently included in the University Studies Program? □ Yes □ No

19. □ changed to 400G or 500-level, you must include a syllabus showing differentiation for undergraduate and graduate students by (i) requiring additional assignments by the graduate students; and/or (ii) the establishment of different grading criteria in the course for graduate students. (See SR 3.1.4)

20. Within the department, who should be contacted for further information on the proposed course change?

Name: ___________________________ Phone: ___________________________ Email: ___________________________

21. Signatures to report approvals:

DATE of Approval by Department Faculty

DATE of Approval by College Faculty

*DATE of Approval by Undergraduate Council

*DATE of Approval by Graduate Council

*DATE of Approval by Health Care Colleges Council (HCCC)

*DATE of Approval by Senate Council

*DATE of Approval by the University Senate

*If applicable, as provided by the University Senate Rules:

Excerpt from University Senate Rules:

SR 3.3.0.G.2: Definition. A request may be considered a minor change if it meets one of the following criteria:

  a. change in number within the same hundred series;
  b. editorial change in the course title or description which does not imply change in content or emphasis;
  c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s);
  d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;
  e. correction of typographical errors.