

**UNDERGRADUATE COURSE CHANGE
NON-GENERAL EDUCATION**

Proposal for a Course Change

Department Biological and Environmental Sciences **Submission Date** 10/17/14
Semester of Implementation Fall 2015

I. Proposed Course Change Information

	CURRENT	Check Box if no Change	PROPOSED CHANGE
Discipline Prefix	<u>ENSC</u>	<input checked="" type="checkbox"/>	_____
Course Number	<u>490</u>	<input checked="" type="checkbox"/>	_____
Course Title	<u>Directed or Independent Study</u>	<input checked="" type="checkbox"/>	_____
Credit Hours	<u>1-8</u>	<input type="checkbox"/>	<u>1-12</u>

If yes, attach a justification for the change in credit hours and copies of current and proposed syllabi.

May this course be repeated for credit when content changes?

Yes No Maximum hours? Up to total maximum of 12 credits

Prerequisites None _____

Speaking Intensive No _____

If adding a speaking intensive designation, attach a copy of the department speaking intensive policy to the proposal.

Writing Intensive No _____

If Cross-Listed:

Secondary Prefix _____ _____

Course Number _____ _____

Current Course Description:

ENSC 490. *Directed or Independent Study.* Must be approved by the head of the department. 1-8 credits.
*Fulfills General Education Goal 14.

Proposed New Course Description (***Must match description on course syllabus***):

ENSC 490. *Directed or Independent Study.* A directed project administered by qualified specialists in the department. By permission of instructor and must be approved by the head of the department. 1-12 credits.
*Fulfills General Education Goal 14.

Delete Course from Catalog

Submit to Storage

Please attach a proposed syllabus in Longwood format that contains proposed changes.

II. Required for Major, Minor, Concentration (please specify):

Not required for the Integrated Environmental Sciences major, but may be selected to fulfill General Education Goal 14 or elective credits toward graduation.

III. Rationale for Proposed Changes:

An increase in the maximum number of credits will allow students to maintain full-time status while pursuing an educational opportunity outside of Longwood. The course description was modified to reflect this change.

IV. Resource Assessment, if change warrants it:

A. How frequently do you anticipate offering this course?

As needed

B. Describe anticipated change in staffing for the course:

None

C. Estimate the cost of new equipment required due to change:

None

D. Estimate the cost of and describe additional library resources:

None

E. Will the change in the course require additional computer use, hardware or software?

Yes

No

If yes, please describe and estimate cost:

F. Will a new or changed course fee be assessed? Yes

No

If yes, the Fee Recommendation Worksheet must accompany this form. It is found at the following url: www.longwood.edu/budget

**SIGNATURE PAGE
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Course Name/Number ENSC 490 Course Title Directed or Independent Study

V. Approvals

	Date Received	Date Approved	Signature
1. Department Curriculum Committee Chair	_____	_____	_____
2. Department Chair	_____	_____	_____
The Department Chairs, whose programs may be affected, have been notified:			
Department	_____	Date Notified	_____
Department	_____	Date Notified	_____
Department	_____	Date Notified	_____
3. College Dean	_____	_____	_____
4. College Curriculum Committee	_____	_____	_____
5. #EPC	_____	_____	_____
6. #Faculty Senate Chair	_____	_____	_____
7. Date received by Registrar	_____		

#EPC & Senate approval required for change in credit hours

All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year's catalog, all paperwork must be submitted no later than:

**February 1st to the College Curriculum Committee
March 1st to the Educational Policy Committee (EPC)**

Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.