

**COURSE CHANGE CURRICULUM FORM
UNDERGRADUATE NON-GENERAL EDUCATION**

II. REQUIRED FOR MAJOR, MINOR, CONCENTRATION

This could be used as an elective course for Geography minors, as well an approved substitution for the Integrated Environmental Sciences (Social Sciences concentration).

III. RATIONALE FOR PROPOSED CHANGES

We are trying to standardize the maximum credit allowed for all special topics courses in our department. All BIOL and ENSC special topics courses are 1-6 credits. We are also creating GEOG 295 and 395 as variable credit courses with 1-6 credits. This will allow flexibility to meet all future needs for special topics course offerings in our department.

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 the change:

None

D. Estimate the cost and describe additional library resources:

None

E. Will the change in the course require additional computer use, hardware or software? No

If yes, please describe and estimate cost:

F. Will a new or changed course fee be assessed? No

(However, please note that the current \$30 course fee will remain)

If yes, the **Fee Recommendation Worksheet** must accompany this form. See the Budget Office forms page at <http://solomon.longwood.edu/offices--departments/budget-office/forms--documents/>.

All curriculum proposals/changes are processed in the date order received.
Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.

For the Curriculum Development Handbook and all forms, see <http://blogs.longwood.edu/curriculum/>.

The signature page follows as a separate sheet.

**COURSE CHANGE CURRICULUM FORM
UNDERGRADUATE NON-GENERAL EDUCATION**

V. APPROVALS

Course Prefix: GEOG **Course Number:** 495

Course Title: Special Topics in Geography

A change to the title or course number on this form implies that title or course number will change anywhere it occurs in the catalog.

SIGNATURE PAGE

	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	_____
Department	_____	Date Notified	_____
3. College Dean	_____	_____	_____
4. College Curriculum Committee	_____	_____	_____
5. EPC *	_____	_____	_____
6. Faculty Senate *	_____	_____	_____
7. Received by Registrar	_____		

* EPC and Senate approval required for change in credit hours.

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

Changes that affect spring advising for fall classes must have received approval from EPC and Senate before the registrar opens up the fall schedule for registration in March. Such proposals should reach the chair of EPC by the end of the fall semester. Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.

COURSE CHANGE CURRICULUM FORM UNDERGRADUATE NON-GENERAL EDUCATION

GEOG 495 Special Topics in Geography **Current** Generalized Example Syllabus

Instructor
Office Phone

Office Location
Office Hours

Course Description: GEOG 495. *Special Topics in Geography*. Specialized courses on a variety of topics that may be offered periodically. 1-3 credits.

Text: Textbook(s) and/or supplemental readings, such as scientific journal articles, are generally required and will vary depending on the topic.

Course Objectives: This course is designed to develop skills and knowledge in an area of geography that is not supplied through current course offerings. Specific objectives will be determined by the instructor and will vary, depending on the topic and approach of the course.

Tentative Class Schedule: The instructor will determine the specific schedule. It is expected that the student will engage in a sufficient number of “class hours” to meet university standards for each credit hour of enrollment.

Course Requirements: Students are expected to complete assignments and take tests according to the schedule established by the instructor. Assignments and/or tests will vary according to the nature and format of the course.

Grading: The grade for the course will be determined by the instructor and criteria will vary according to the assignments and/or tests appropriate for the course. The following is an example of a typical grading scale that would be used:

Grading Scale:

93 - 100% = A	77 - 79% = C ⁺
90 - 92% = A ⁻	73 - 76% = C
87 - 89% = B ⁺	70 - 72% = C ⁻
83 - 86% = B	67 - 69% = D ⁺
80 - 82% = B ⁻	63 - 66% = D
	60 - 62% = D ⁻
	Below 60% = F

Attendance Policy: Students will be expected to attend all class meetings. Excused absences are those resulting from participation in a university sponsored activity, from recognizable emergencies, or from serious illness. Absence for any other reason will be considered unexcused. It is the student's responsibility to notify the instructor to request that an absence be recorded as “excused.” Students are responsible for the material covered during any absence (both excused and unexcused). If a test is missed for an approved reason, it must be made up within one week of returning to class. It is the student's responsibility to see the instructor and make arrangements immediately after returning to class; otherwise a zero will be recorded for the test grade.

Honor Code: All written work is to be pledged in full and signed. If the student is found to be responsible for a violation of the honor code involving this course, he/she will automatically receive an F in the course.

COURSE CHANGE CURRICULUM FORM UNDERGRADUATE NON-GENERAL EDUCATION

GEOG 495 Special Topics in Geography **NEW** Generalized Example Syllabus

Instructor
Office Phone

Office Location
Office Hours

Course Description: GEOG 495. *Special Topics in Geography*. Specialized courses on a variety of topics that may be offered periodically. 1-6 credits.

Text: Textbook(s) and/or supplemental readings, such as scientific journal articles, are generally required and will vary depending on the topic.

Course Objectives: This course is designed to develop skills and knowledge in an area of geography that is not supplied through current course offerings. Specific objectives will be determined by the instructor and will vary, depending on the topic and approach of the course.

Tentative Class Schedule: The instructor will determine the specific schedule. It is expected that the student will engage in a sufficient number of “class hours” to meet university standards for each credit hour of enrollment.

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COURSE CHANGE CURRICULUM FORM UNDERGRADUATE NON-CORE CURRICULUM

Department: Biological and Environmental Science	Submission Date: 10/20/2017
Catalog Year of Implementation (must be next academic year or later): 2018-19	

I. PROPOSED COURSE CHANGE INFORMATION

	Check if no change	
CURRENT (required)		PROPOSED CHANGE (if applicable)
Course Prefix: <u>EASC</u>	<input checked="" type="checkbox"/>	_____
Course Number: <u>495</u>	<input checked="" type="checkbox"/>	_____
Course Title: <u>Special Topics in Earth Science</u>	<input checked="" type="checkbox"/>	_____
Credit Hours: <u>1-4</u>	<input type="checkbox"/>	<u>1-6</u>

If yes, enter a justification for the change in credit hours and include a copy of the **current** syllabus. We are trying to standardize the maximum credit allowed for all special topics courses in our department. All BIOL and ENSC special topics courses are 1-6 credits. We are also creating EASC 295 and 395 as variable credit courses with 1-6 credits. This will allow flexibility to meet all future needs for special topics course offerings in our department.

May this course be repeated for credit when content changes? Yes No

If yes, maximum credit hours:

Prerequisites: <u>None</u>	<input checked="" type="checkbox"/>	_____
Writing Intensive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Speaking Intensive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Cross-listed Prefix: _____	<input checked="" type="checkbox"/>	_____
Cross-listed Number: _____	<input checked="" type="checkbox"/>	_____

Current Catalog Copy:

EASC 495. *Special Topics in Earth Science*. Specialized courses on a variety of topics that may be offered periodically. 1-4 credits.

Proposed New Catalog Copy (Must match description on proposed course syllabus):

EASC 495. *Special Topics in Earth Science*. Specialized courses on a variety of topics that may be offered periodically. 1-6 credits.

Delete course from catalog

Submit course to storage

Attach a proposed syllabus in the format specified by the FPPM that contains the proposed changes. Course description on syllabus must match the proposed new catalog copy provided above.

**COURSE CHANGE CURRICULUM FORM
UNDERGRADUATE NON-GENERAL EDUCATION**

II. REQUIRED FOR MAJOR, MINOR, CONCENTRATION

This could be used as an elective course for Earth Science minors, as well an approved substitution for the Integrated Environmental Sciences (Earth Sciences concentration).

III. RATIONALE FOR PROPOSED CHANGES

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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 the change:

None

D. Estimate the cost and describe additional library resources:

None

E. Will the change in the course require additional computer use, hardware or software? No

If yes, please describe and estimate cost:

F. Will a new or changed course fee be assessed? No

(However, please note that the current \$30 course fee will remain)

If yes, the **Fee Recommendation Worksheet** must accompany this form. See the Budget Office forms page at <http://solomon.longwood.edu/offices--departments/budget-office/forms--documents/>.

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**COURSE CHANGE CURRICULUM FORM
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V. APPROVALS

Course Prefix: EASC **Course Number:** 495

Course Title: Special Topics in Earth Science

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COURSE CHANGE CURRICULUM FORM UNDERGRADUATE NON-GENERAL EDUCATION

EASC 495
Special Topics in Earth Science
Current Generalized Example Syllabus

Instructor
Office Phone

Office Location
Office Hours

Course Description: EASC 495. *Special Topics in Earth Science*. Specialized courses on a variety of topics that may be offered periodically. 1-4 credits.

Text: Textbook(s) and/or supplemental readings, such as scientific journal articles, are generally required and will vary depending on the topic.

Course Objectives: This course is designed to develop skills and knowledge in an area of earth science that is not supplied through current course offerings. Specific objectives will be determined by the instructor and will vary, depending on the topic and approach of the course.

Tentative Class Schedule: The instructor will determine the specific schedule. It is expected that the student will engage in a sufficient number of “class hours” to meet university standards for each credit hour of enrollment.

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COURSE CHANGE CURRICULUM FORM UNDERGRADUATE NON-GENERAL EDUCATION

EASC 495
Special Topics in Earth Science
NEW Generalized Example Syllabus

Instructor
Office Phone

Office Location
Office Hours

Course Description: EASC 495. *Special Topics in Earth Science*. Specialized courses on a variety of topics that may be offered periodically. 1-6 credits.

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