

1-17-2008

Council on Academic Affairs Minutes, Jan 17, 2008

Eastern Kentucky University

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Business & Technology – (Continued)

Course Revision
Course Revision

FIN 401 Advanced Managerial Finance
FIN 405 Advanced Financial Institutions

WITHDRAWN

New Course

FIN 410 Financial Analysis & Valuation

WITHDRAWN

Course Revision

FIN 420 Investment & Portfolio Theory

WITHDRAWN

New Course

FIN 424 Derivatives Valuation & Accounting

WITHDRAWN

Course Revision

FIN 450 Seminar in Finance

Course Revision

FIN 455 Global Financial Management

Course Revision

ACC 349 Applied Learning in Accounting

Course Revision

ACC 349 A-N Co-Op Study: Accounting

Course Revision

CIS 349 Applied Learning in Computer Information Systems

Course Revision

CIS 349 A-N Co-Op Study: Computer Information Systems

Course Revision

FIN 349 Applied Learning in Finance

Course Revision

FIN 349 A-N Co-Op Study: Finance

Course Revision

INS 349 Applied Learning in Insurance Studies

Course Revision

INS 349 A-N Co-Op Study: Insurance

Course Revision

RST 349 Applied Learning in Real Estate

Course Revision

RST 349 A-N Co-Op Study: Real Estate

Program Revision

Finance (B.B.A.)

Department of Management, Marketing, & Administrative Communication**WITHDRAWN**

Course Revision

CCT 349 Applied Learning in Corporate Communication & Technology

Course Revision

CCT 349 A-N Co-Op Study: Corporate Communication & Technology

Course Revision

GBU 349 Applied Learning in General Business

Course Revision

GBU 349 A-N Co-Op Study: General Business

Course Revision

MGT 349 Applied Learning in Management

Course Revision

MGT 349 A-N Co-Op Study: Management

Course Revision

MKT 349 Applied Learning in Marketing

Course Revision

MKT 349 A-N Co-Op Study: Marketing

Ed Davis withdrew all of the Business & Technology proposals due to errors, inaccuracies, etc.

University Programs

Informational Item

Catalog Text Revision Service Learning and Writing Intensive Course Designation
Revise catalog text to reflect Service Learning and Writing Intensive course designations.

APPROVED

New Course GSD 101 Foundations of Learning Fall 2008
Create a new pilot course as part of QEP. Council discussion addressed course content and rigor as well as faculty qualifications and availability. The Council approved the creation of the course with two dissenting votes. University Programs will track the progress of the course and report updated assessment information back to the Council in the future.

POSTPONED

Policy Revision Application of Credit for Both General Education and Undergraduate Minors
The Council agreed to postpone the proposal for further review during the next month. The Council also suggested the name of the policy be revised from “Dual Application of Credit for General Education and Undergraduate Minors” to “Application of Credit for Both General Education and Undergraduate Minors.” The policy will come through the February CAA meeting.

Dr. Vice adjourned the Council on Academic Affairs at 2:45 p.m.



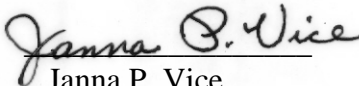
EASTERN KENTUCKY UNIVERSITY

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Provost's Office
Associate Provost
Academic and Faculty Affairs

Coates 212
521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-8812

TO: Members of the Council on Academic Affairs

FROM: 
Janna P. Vice
Interim Associate Provost

DATE: January 10, 2008

RE: Meeting—Council on Academic Affairs

The Council on Academic Affairs will meet on Thursday, January 17, at 1:30 p.m. in Student Services Building, 549. The agenda and attachments are available through the Council on Academic Affairs Web site at: www.academicaffairs.eku.edu/committee/academic_council/. To track curriculum changes, refer to the Proposal Summary available at: www.academicaffairs.eku.edu/committee/academic_council/reference/Proposal%20Summary.pdf.

If you cannot attend the meeting, please contact Sarah McCartt either by phone at 622-1247 or e-mail sarah.mccartt@eku.edu.

Business & Technology – (Continued)

Department of Management, Marketing, & Administrative Communication

<i>Course Revision</i>	CCT 349 Applied Learning in Corporate Communication & Technology	Withdrawn
<i>Course Revision</i>	CCT 349 A-N Co-Op Study: Corporate Communication & Technology	Withdrawn
<i>Course Revision</i>	GBU 349 Applied Learning in General Business	Withdrawn
<i>Course Revision</i>	GBU 349 A-N Co-Op Study: General Business	Withdrawn
<i>Course Revision</i>	MGT 349 Applied Learning in Management	Withdrawn
<i>Course Revision</i>	MGT 349 A-N Co-Op Study: Management	Withdrawn
<i>Course Revision</i>	MKT 349 Applied Learning in Marketing	Withdrawn
<i>Course Revision</i>	MKT 349 A-N Co-Op Study: Marketing	Withdrawn

University Programs

<i>Catalog Text Revision</i>	Service Learning and Writing Intensive Course Designation	
<i>New Course</i>	GSD 101 Foundations of Learning	Fall 2008
<i>Policy Revision</i>	Application of Credit for Both General Education and Undergraduate Minors	



EASTERN KENTUCKY UNIVERSITY
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College of Arts and Sciences
Office of the Associate Dean
Academic and Student Affairs

105 Roark Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-8140 § Fax (859) 622-1451
Michael.Foster@eku.edu

MEMORANDUM

TO: Council on Academic Affairs

FROM: 
Dr. Michael Foster, Interim Assistant Dean
College of Arts and Sciences

DATE: January 17, 2008

SUBJECT: Agenda items for 01-17-08 Council on Academic Affairs Meeting

The College of Arts and Sciences submits the following agenda items for consideration at the January 17, 2008 meeting of the Council on Academic Affairs.

AGENDA

Department of Biology

Program Revision

MCMB Option in Biology-Change option course requirements.

Geography and Geology

Program Revision

Geology (B.S.) - revision to program requirements and catalog text.



Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Biological Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts & Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>	
<input checked="" type="checkbox"/> Program Revision (Part III)	*Program Title	MCMB Option in Biology
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	10/5/2007	Graduate Council*	NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	11/19/2007	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	01/17/2007
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Change option course requirements as outlined in description below.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 N/A

B. The justification for this action:

Courses currently listed in the requirement (BIO 530, 531) have not been offered for at least 2 years. With the new description, students will still have the opportunity to take the courses as electives in the option if they are offered; however, they will be able to take other courses to complete the option if BIO 530 and 531 are not offered.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 No impact.

Operating Expenses Impact:
 No impact.

Equipment/Physical Facility Needs:
 No impact.

Library Resources:
 No impact.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strike through~~ for deletions and underlines for additions.)

BIOLOGY (B.S.)

CIP Code: 26.0101

Major Requirements 35-36 hours

Biology Core

BIO 121, 131, 141, 315, 316, 320; 328 or 348; 490, 514,
and one elective in biology at the 300-500 level.

Options

Aquatic Biology 15 hours

BIO 525, 542, 557, 558, and one course from BIO 340,
556, 561.

Botany 15-16 hours

BIO 335, 521, 598**, and two courses from BIO 522,
525, 536, 599; BIO 531 or CHE 530 and 532.

Microbial, Cellular and Molecular Biology

..... 15 hours

BIO 331, 511 or 527 or ~~530, 531, 528~~ and at least five nine additional hours from BIO 511, 527, 528, ~~or 530~~ (must take course not taken as requirement in the option), ~~528, 531, 535, or~~ and 598.

Supporting Course Requirements 32-33 hours

CHE 111, 115, 112, 116 or 116H, 361, 366, 362 and 367;
MAT 124* or 261*; PHY 131, 132; STA 215 or STA 270.

General Education Requirements 30 hours

Standard General Education program, excluding blocks II,
IVA, IVB, VII (QS), and VIII (6 hours). Refer to
Section Four of this *Catalog* for details on the General
Education and University requirements.

University Requirement 1 hour

ASO 100.

Free Electives 12-15 hours

Total Curriculum Requirements 128 hours

*A preparatory course in mathematics (MAT 109) may be required
before admission to calculus.

**Must enroll for 3 hours credit.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Geography and Geology
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>	
<input checked="" type="checkbox"/> Program Revision (Part III)	*Program Title	Geology (B.S.)
<input type="checkbox"/> Program Suspended (Part III)	(Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	
Departmental Committee	10/12/07	Graduate Council* NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	11/19/07	Council on Academic Affairs 01/17/2007
General Education Committee*	12/10/07	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
Teacher Education Committee*	NA	Faculty Senate** NA
		Board of Regents** NA
		Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 (1) To include GLY 102 as an approved introductory geology class; (2) to include GLY 535 as an approved geology elective; (3) to drop GEO 355 and add GEO 456 as an approved geology elective, and (4) to make the catalog entry a bit more readable.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

(1) We expanded our introductory level and general education classes from just GLY 108 and GLY 109 to those two classes, plus GLY 102, 107, 172, 302, 303, 304, and NAT (GLY) 305 in Fall 2006; GLY 102 was accidentally left out; (2) GLY 535 was included in the original (Fall 06) change, but left out of the catalog; (3) GEO 355 was dropped for GEO 456 in Spring 2007; and (4) the major requirements, in their present format, could be made easier to decipher.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources:
 None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strike through~~ for deletions and underlines for additions.)

GEOLOGY (B.S.)

CIP Code: 40.0601

Major Requirements 44 hours

Introductory Geology Course.....3 hours

GLY 102 or 107 or 108 or 109 or 172 or 302 or 303 or 304 or ~~NAT 305~~ or GEO 210.

Geology Core.....26 hours

GLY 309, 315, 409, 410, 415, 420, 550

Geology Electives.....15 hours

Choose from GLY 351, 408, 490, 499, 512, 535, 540, 580, GEO ~~355~~ 456, GEO 553, GEO 556, and STA 215 or 270. The student may elect to substitute GLY 451 or an approved six semester hour summer field camp in geology for GLY 351 and one other course.

Supporting Course Requirements 15-17 hours

BIO 100 or BIO 121; GLY 210 or CHE 111 and 115; GEO 353 or ~~355~~ 456; MAT 108 or higher; PHY 101 or higher.

General Education Requirements 39 hours

Standard General Education program excluding blocks II, IVA ~~VA~~, and ~~VB~~. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

University Requirement 1 hour

ASO 100.

Free Electives 27-29 hours

Total Curriculum Requirements 128 hours



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College of Business and Technology
Office of the Associate Dean

214 Business & Technology Center
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-1574 FAX: (859) 622-1413
Ed.Davis@eku.edu • www.cbt.eku.edu

MEMORANDUM

TO: Council of Academic Affairs

FROM: _____
Dr. William E. Davis, Interim Associate Dean
College of Business & Technology

DATE: January 10, 2008

SUBJECT: Curriculum Revisions

Please consider the following curriculum changes in the College of Business & Technology at the Council of Academic Affairs meeting on January 17, 2008:

AFIS:

Course	Action	Page
FIN Program	To remove FIN 350, and to add FIN 410 and FIN 450 as Finance major requirements; to add FIN 424 as requirements for General Finance and Managerial Finance options; to remove ACC 322 and ACC 350, and to add 3 hours from ACC 322, ACC 327, CIS 335, ACC 440, ACC 441, ACC 425, ACC 525 as a requirement for Managerial Finance option; to remove 3 hours from RST 310, 330 or FIN 304 as a requirement for General Finance option; to remove FIN 304, and to add FIN 324 and FIN 420 as requirements for Real Estate Finance option; .	1
FIN 301	To change course name and revise course description.	3
FIN 301	Syllabus	6
FIN 324	To change name of course and revise prerequisite grade.	9
FIN 330	To change name of course and revise prerequisite grade.	12
FIN 401	To remove FIN 350 and add FIN 301 as pre-requisite for FIN 401, and revise course description.	15
FIN 405	To remove FIN 350 and add FIN 301 as pre-requisite for FIN 405.	18
FIN 410	To add FIN 410 as a Finance major requirement.	21
FIN 410	Syllabus	24
FIN420	To remove FIN 350 and add FIN 301 as pre-requisite for FIN 420.	27
FIN 424	To add FIN 424 to major requirements for General Finance and Managerial	30



	Finance options.	
FIN 424	Syllabus	33
FIN 450	To change the course description that eliminates the option to repeat up to six hours; to re-design the course as a project course with instruction; to change the name of the course to Project in Finance.	36
FIN 450	Syllabus	39
FIN 455	To remove FIN 350 and add FIN 301 as pre-requisite for FIN 455.	41
ACC 349	Increase the number of credit hours for ACC 349 from 1-4 to 1-9. Revise the course description	44
ACC 349 A-N	Increase the number of credit hours for ACC 349 from 1-4 to 1-9. Revise the course description	47
CIS 349	Increase the number of credit hours for CIS 349 from 1-3 to 1-9. Revise the course description.	50
CIS 349 A-N	Increase the number of credit hours for CIS 349 from 1-3 to 1-9. Revise the course description	53
FIN 349	Increase the number of credit hours for FIN 349 from 1-3 to 1-9. Revise the course description.	56
FIN 349 A-N	Increase the number of credit hours for FIN 349 A-N from 1-3 to 1-9. Revise the course description.	59
INS 349	Increase the number of credit hours for INS 349 from 1-3 to 1-9. Revise the course description.	62
INS 349 A-N	Increase the number of credit hours for INS 349 A-N from 1-3 to 1-9. Revise the course description.	65
RST 349	Increase the number of credit hours for RST 349 from 1-3 to 1-9. Revise the course description.	68
RST 349 A-N	Increase the number of credit hours for RST 349 A-N from 1-3 to 1-9. Revise the course description.	71
Co-Op/Applied Learning	Course Outline	74

MMAC:

Course	Action	Page
CCT 349 Applied Learning	Increase the number of credit hours for CCT 349 A-N from 1-3 to 1-9. Revise the course description	MMAC 1
CCT 349 A-N	Increase the number of credit hours for CCT 349 A-N from 1-3 to 1-9. Revise the course description	MMAC 4
GBU 349	Revise Course Description	MMAC 7
GBU 349 A-N	Revise Course Description	MMAC 10
MGT 349	Revise Course Description	MMAC 13
MGT 349 A-N	Increase the number of credit hours MGT 349A-N from 1-3 to 1-9. Revise course description	MMAC 16
MKT 349	Increase the number of credit hours MKT 349 from 1-3 to 1-9. Revise course description	MMAC 19
MKT 349 A-N	Increase the number of credit hours MKT 349A-N from 1-3 to 1-9. Revise course description	MMAC 22

Thank you!
WED/ss

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems	
New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 301	
Course Dropped (Part II)	*Course Title (30 characters)	Business Finance II	
New Program (Part III)	*Program Title		
Program Revision (Part III)		(Major <u> x </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u> </u>	<u> </u>	<u> </u>
Departmental Committee	10/18/2007	Graduate Council*	<u> </u>
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	<u> </u>
College Curriculum Committee	1/3/2008	Approved <u> </u> Disapproved <u> </u>	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	<u> </u>
Teacher Education Committee*	N/A	Board of Regents**	<u> </u>
		Council on Postsecondary Edu.***	<u> </u>

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:

To change course name and revise course description.

A. 2. Effective date:

FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

To expand coverage of topics.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

NONE

Operating Expenses Impact:

NONE

Equipment/Physical Facility Needs:

NONE

Library Resources:

NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 301 ~~Business Finance II~~ Corporate Finance. (3) I, II.

Prerequisites: FIN 300 and QMB 240 (or MGT 340 or MAT 211) with a "C" or better. An in-depth exploration of capital structure (including dividend policy) decisions, working capital management, financial forecasting and planning, ~~management of current assets and liabilities, and institutional arrangements for finance~~ the agency problem and its implication for security markets and firm valuation, financial market efficiency.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	301	FALL 2008	AS _____ JS _____ BT x _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.		FIN 300 and QMB 240 (or MGT 340 or MAT 211) with a “C” or better.		
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Syllabus
FIN 301: Corporate Finance
Department of Accounting, Finance, and Information Systems
College of Business and Technology
Fall 2008

CREDIT HOURS: 3
PROFESSOR: Dr. Pankaj Maskara
Department of Accounting, Finance, and Information Systems
57, Business and Technology
pankaj.maskara@eku.edu

OFFICE HOURS: M 11:25 – 11:40 a.m.
M 3:10 – 3:35 p.m.
M 4:50 – 6:00 p.m.
W 11:25 – 3:35 p.m.

COURSE DESCRIPTION:

An in-depth exploration of dividend policy, capital structure decisions, working capital management, financial forecasting and planning, the agency problem and its implication for security markets and firm valuation, financial market efficiency.

TEXT: *Essentials of Corporate Finance* by Ross, Westerfield, and Jordan, 5/e.

COURSE OBJECTIVES:

The responsibilities of the finance department in corporations are centered heavily around capital budgeting and working capital management. This course is designed to equip students with the appropriate skills to perform cash flow analysis of several projects to decide between several projects. After successful completion of the course the students will be able to understand the importance of working capital management. The course will introduce the students to the tools used by companies to efficiently collect accounts receivables and to manage inventory and cash. Also, the students will be able to understand the implications of capital structure and dividend policy decisions.

STUDENT LEARNING OBJECTIVES:

This course extends the analysis presented in FIN 300. As such, the Student who successfully completes this course should:

- Describe capital budgeting in an atmosphere of capital rationing, and be able to calculate costs of capital and apply it to evaluate real investments.
- Be able to calculate cost of capital using a variety of methods.
- Explain the complexity of capital structure decisions, a firm's liquidity and cash policies.
- Explain the current theory and empirical findings with respect to dividend signaling and how these signals should affect dividend policy.
- Explain modern management techniques for receivables and payables, inventory, cash and liquid securities and how these policies affect other firm decisions.

CALCULATOR:

You are expected to bring your financial calculator to class everyday. I will use TI BAII plus in the class. If you choose to use any other calculator you will be responsible for learning how to use it.

ASSIGNMENTS:

Homework will be assigned on a regular basis. I will collect some assignments randomly. The assignment will

need to be turned in at the beginning of the class. The assignment will be graded based on **neatness and thoroughness** in addition to accuracy. Your assignments should be professional in presentation. You are required to refresh the basic concepts of FIN 300 before coming to class. Failure to recall such concepts in class will result in a lower homework grade. If I assign you to read a topic I may test you in the next class by administering a short pop quiz. Your grade on the pop quiz will count toward your homework grade.

QUIZZES & PROJECT:

You will have two quizzes and a project during the semester. If you are absent on any given day it is your responsibility to obtain information that was covered in the class (including announcements). There will be no make-up quizzes – no exceptions. This includes quizzes missed for any absence. The quiz will usually cover the material assigned for homework. However, I reserve the right to ask any material covered in the class. Less than 70% attendance will automatically result in a grade of F.

MIDTERM EXAM & MIDTERM GRADE:

The midterm exam will be announced at least one week in advance. As required, I will provide you with your midterm grade at the appropriate time.

FINAL EXAM:

There will be an optional comprehensive final exam during the scheduled time. You must let me know in by email by the last day of class if you plan on taking the final exam. Your final exam can lower your grade.

GRADES:

	<u>Final exam</u>	<u>NO Final Exam</u>
Assignments	20%	15%
Quizzes & Project	30%	60%
Midterm	25%	25%
Final Exam	25%	

Failure to follow directions given in class from time to time regarding assignments, quizzes, exams, or otherwise will result in lowering of your grade.

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Statement of Disability

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with me to discuss any academic accommodation you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Students Services Building, by email at disabilities@eky.edu or by phone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

Academic Integrity Statement

Students are advised that EKU's Academic Integrity Policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu <<http://www.academicintegrity.eku.edu>>. Questions regarding the policy may be directed to the Office of Academic Integrity.

This syllabus, including topic list, class schedule, and other components, as presented here represents a tentative plan for the progression of course events. The instructor reserves the right to make changes as student needs and other factors may warrant.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 324	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Investments	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:		<u>Date</u>	<u>Date</u>
Departmental Committee		10/18/2007	Graduate Council*
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>			Council on Academic Affairs
College Curriculum Committee		1/3/2008	Approved ___ Disapproved ___ WITHDRAWN
General Education Committee*		N/A	Faculty Senate**
Teacher Education Committee*		N/A	Board of Regents**
			Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.			

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:
 To change name of course.

A. 2. Effective date:
 FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Title more accurately reflects course content.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 NONE

Operating Expenses Impact:
 NONE

Equipment/Physical Facility Needs:
 NONE

Library Resources:
 NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 324 Principles of Investments. (3) ~~A I, H~~.

Prerequisite: FIN 300, with "C" or better. Analysis of the characteristics, valuation, and tax implications of various investments such as common and preferred stock; corporate, federal and municipal debt; mutual funds; money market accounts; options and futures. Explores methods of trading securities.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	324	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____ Internship _____ Independent Study _____ Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.		FIN 300, with “C” or <u>better</u> .		
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 330	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	International Finance	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	10/18/2007	Graduate Council*	
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/2008	Approved _____ Disapproved _____	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: To change name of course.</p> <p>A. 2. Effective date: FALL 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: Title more accurately reflects course content..</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NONE</p> <p>Operating Expenses Impact: NONE</p> <p>Equipment/Physical Facility Needs: NONE</p> <p>Library Resources: NONE</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 330 Principles of International Finance. (3) A.

Prerequisite: FIN 300, with “C” or better. Financial decision-making processes of multinational corporations; flow of funds; exchange rate determination and forecasting; currency futures and options; international arbitrage; measurement and management of exchange rate exposure; multinational capital budgeting; analysis of country risk.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	330	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.		FIN 300, with “C” or <u>better.</u>		
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems	
New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 401	
Course Dropped (Part II)	*Course Title (30 characters)	Advanced Managerial Finance	
New Program (Part III)	*Program Title		
Program Revision (Part III)		(Major ____, Option <u>x</u> __; Minor ____; or Certificate __)	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	Date		Date
Departmental Committee	10/18/2007	Graduate Council*	
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	1/3/2008	Approved ____ Disapproved ____	WITHDRAWN
General Education Committee*		Faculty Senate**	
Teacher Education Committee*		Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To remove FIN 350 and add FIN 301 as pre-requisite for FIN 401, and revise course description.</p> <p>A. 2. Effective date: (Example: Fall 2001) FALL 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p> <hr/> <p>B. The justification for this action: FIN 350 is no longer a supporting course for FIN 401, and FIN 301 is a supporting course for FIN 401. The course description is revised to reflect the case-study orientation of the course.</p> <hr/> <p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NONE</p> <p>Operating Expenses Impact: NONE</p> <p>Equipment/Physical Facility Needs: NONE</p> <p>Library Resources: NONE</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 401 Advanced Managerial Finance. (3) A.

Prerequisite or Corequisite: ~~FIN 350~~ FIN 301 and QMB 300 with "C" or better. Case study oriented exploration of ~~W~~working capital management, capital budgeting; expansion, distress, and reorganization are explored in the context of equity value maximization.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	401	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 Lecture		N Normal	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	FIN 350 <u>FIN 301</u> and QMB 300 with “C” or better.			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	Or Corequisite			
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems	
New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 405	
Course Dropped (Part II)	*Course Title (30 characters)	Advanced Financial Institutions	
New Program (Part III)	*Program Title	Finance	
Program Revision (Part III)		(Major ____, Option __x__; Minor ____; or Certificate __)	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	10/18/2007	Graduate Council*	
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/2008	Approved _____ Disapproved _____	WITHDRAWN
General Education Committee*		Faculty Senate**	
Teacher Education Committee*		Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To remove FIN 350 and add FIN 301 as pre-requisite for FIN 405.</p> <p>A. 2. Effective date: (Example: Fall 2001) FALL 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p> <hr/> <p>B. The justification for this action: FIN 350 is no longer a supporting course for FIN 405, and FIN 301 is a supporting course for FIN 405.</p> <hr/> <p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NONE</p> <p>Operating Expenses Impact: NONE</p> <p>Equipment/Physical Facility Needs: NONE</p> <p>Library Resources: NONE</p>
--

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 405 Advanced Financial Institutions. (3) A.

~~Prerequisite or Corequisite: FIN 350~~ FIN 301 and QMB 300, with "C" or better. A case oriented course focusing in detail on the management of financial institutions, money and capital markets, interest rate theory, financial derivatives and international topics related to financial markets and institutions.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	405	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 Lecture		N Normal	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<div style="border: 2px solid black; padding: 5px;"> <p>FOR BANNER USE ONLY</p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	FIN 350 FIN 301 and QMB 300, with “C” or better.			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	Or Corequisite			
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems	
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 410	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Financial Analysis and Valuation	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major <u> x </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:	<u> </u>	<u> </u>	<u> </u>
Departmental Committee	10/18/2007	Graduate Council*	<u> </u>
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	<u> </u>
College Curriculum Committee	1/3/2008	Approved <u> </u> Disapproved <u> </u>	WITHDRAWN
General Education Committee*	<u> </u>	Faculty Senate**	<u> </u>
Teacher Education Committee*	<u> </u>	Board of Regents**	<u> </u>
		Council on Postsecondary Edu.***	<u> </u>
*If Applicable (Type NA if not applicable.)			
**Approval needed for new, revised, or suspended programs			
***Approval/Posting needed for new degree program or certificate program			
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.			

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: To add FIN 410 as a Finance major requirement.</p> <p>A. 2. Effective date: (Example: Fall 2001) FALL 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p> <hr/> <p>B. The justification for this action: Finance program does not have any detailed treatment of financial statements and valuation of firms which this course will provide.</p> <hr/> <p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NONE</p> <p>Operating Expenses Impact: NONE</p> <p>Equipment/Physical Facility Needs: NONE</p> <p>Library Resources: NONE</p>
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Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 410 Financial Analysis and Valuation. (3) A.

Prerequisite: CCT 300, FIN 300, and QMB 300 with "C" or better; or ACC 302 with "B" or better, and department approval. Exploration of discounted residual earnings as basis for valuation; sources of value creation; methods of forecasting future financial statements. Students are required produce analyst report for a public company.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	410	FALL 2008	AS _____ JS _____ BT <u>x</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>X</u> Laboratory _____ Other _____		Cip Code (first two digits only) 52	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 Lecture	3	N Normal	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<div style="border: 2px solid black; padding: 5px;"> <p>FOR BANNER USE ONLY</p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	<u>CCT 300, FIN 300, and QMB 300 with “C” or better; or ACC 302 with “B” or better, and department approval.</u>			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

FIN 410: Financial Analysis and Valuation**Department of Accounting, Finance, and Information Systems****College of Business and Technology**

Fall 2008

Professor: TBA
Office: TBA
Phone: TBA
Email: [TBA](#)
Office Hours: TBA

COURSE DESCRIPTION

Prerequisite: CCT 300, FIN 300, and QMB 300 with “C” or better; or ACC 302 with “B” or better and department approval. Exploration of discounted residual earnings as basis for valuation; sources of value creation; methods of forecasting future financial statements. Students are required to produce analyst report for a public company.

COURSE OBJECTIVES

The primary focus of this course is analysis of financial statements from the lens of fundamental equity value. As a byproduct, we will also emphasize methods of discovering the “fundamental value” of a company. Even though the course is ostensibly about valuation of entire companies, the principles and techniques that we will study can easily be used in the analysis and valuation of any kind of business activity including new and existing investment projects.

In addition to learning the principles and techniques of financial analysis and valuation, this course will also give the opportunity to work as a team. Since the course makes heavy use of accounting you should start refreshing your financial accounting knowledge very early in the semester.

STUDENT LEARNING OBJECTIVES

After completing Financial Analysis and Valuation a student will be able to:

1. Describe, for a firm, the picture that is painted by financial statements.
2. Calculate the value added from project selection.
3. Reverse engineer the discounted cash flow model.
4. Explain the differences among earnings, cash from operations, and free cash flow.
5. Calculate the value of equities and strategies from forecasts of earnings and book value.
6. Convert an analyst’s earnings forecasts into a valuation.
7. Break down valuation into its building blocks.
8. Demonstrate knowledge of the form of reformulated cash flow statements, balance sheets, and income statements.
9. Calculate return on net operating assets and net borrowing cost from reformulated statements.
10. Prepare and interpret a common-size comparative financial statement analysis.
11. Perform a complete profitability analysis on reformulated financial statements.
12. Calculate ratios that drive Return on Equity.
13. Complete and analysis of a change in return on net operating assets.
14. Analyze the effects of financial and operating leverage on Return on Equity.

COURSE MATERIALS

Most of the reading required for the course will be from the text, “Financial Statement Analysis and Security Valuation, 3rd edition (ISBN #: 0-07-312713-2)” by Stephen Penman. Any other supplementary material will be distributed via Blackboard.

COURSE RULES

1. Please bring a calculator or computer to class.
2. Cell phones or any other communication device **MUST BE** turned off **BEFORE** entering the classroom. Instructor reserves the right to excuse a student from that class period if the phone or communication device rings in the middle of the lecture.

GRADING

Class Preparation/Participation (23%)

Students are expected to arrive at class prepared to participate in class. Preparation involves careful reading of assigned material and working of assigned homework. The concepts covered in this course are inherently quantitative. Mastery of the concepts requires learning the vocabulary of the discipline and working problems in order to understand the tools used in econometrics. Students will be randomly called upon to describe the key concepts, define important vocabulary or present solutions to assigned homework problems.

Projects (50%)

There will four team projects (teams of 3 or less) assigned from time to time throughout the semester. These projects will assist you in understanding the class material. They will also help the instructor to evaluate your understanding of the course material. It is important to learn more than just technical skills. You must know how to write and present your ideas and conclusions. Correctly completing the calculations for the project will earn you a score of about 70%. If you present your correctly calculated results in an efficient and professional manner you can earn 85% credit on a project. Full credit will only be granted for those who add value through adding relevant and valuable insight through their work on the project.

Exams (27%)

There will be three equally-weighted take-home exams. The purpose of these exams is to see if you have mastered the main concepts and tools of the course. The exams will be based on the end of chapter problems in the text and on the projects assigned through the semester. The instructor is not obligated, but reserves the right to apply degree of difficulty adjustments on each exam.

While you are allowed to discuss the exams with your classmates, you are to produce your own work. Plagiarism will not be tolerated!

CLASS SCHEDULE

Part 0: Review of GAAP Accounting and Microsoft Excel

Part I: A Brief Introduction to Valuation and Financial Statements

- Covers Chs. 1-2 of the text.

Part II: Financial Statements and Valuation

- Covers Chs. 3-6 of the text.
- For different methods of accounting these chapters cover some basic methods of valuation.

Part III: Analysis of Financial Statements

- Covers Chs. 7-12 of the text.
- These chapters cover various methods of reformulating components of financial statements for the purposes of financial analysis and valuation.

Part IV: Forecasting and Valuation Analysis

- Covers Chs. 13-17 of the text.
- These chapters cover various methods of forecasting components of financial statements and their use in valuation of companies.

Statement of Disability

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with me to discuss any academic accommodation you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Students Services Building, by email at disabilities@ky.edu or by phone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

Academic Integrity Statement

Students are advised that EKU's Academic Integrity Policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu <<http://www.academicintegrity.eku.edu>>. Questions regarding the policy may be directed to the Office of Academic Integrity.

This syllabus, including topic list, class schedule, and other components, as presented here represents a tentative plan for the progression of course events. The instructor reserves the right to make changes as student needs and other factors may warrant.

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems	
New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 420	
Course Dropped (Part II)	*Course Title (30 characters)	Investment and Portfolio Theory	
New Program (Part III)	*Program Title		
Program Revision (Part III)		(Major __, Option _x_; Minor __; or Certificate __)	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	10/18/2007	Graduate Council*	
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/2008	Approved ___ Disapproved ___	WITHDRAWN
General Education Committee*		Faculty Senate**	
Teacher Education Committee*		Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To remove FIN 350 and add FIN 301 as pre-requisite for FIN 420.</p> <p>A. 2. Effective date: (Example: Fall 2001) FALL 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p> <hr/> <p>B. The justification for this action: FIN 350 is no longer a supporting course for FIN 420, and FIN 301 is a supporting course for FIN 420.</p> <hr/> <p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NONE</p> <p>Operating Expenses Impact: NONE</p> <p>Equipment/Physical Facility Needs: NONE</p> <p>Library Resources: NONE</p>
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Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 420 Investment and Portfolio Theory. (3) II I.

~~Prerequisite or Corequisite: FIN 350~~ FIN 301, FIN 324 and QMB 300 with "C" or better. Investment analysis including efficient market theory and empirical investigations, security valuation, riskfree borrowing and lending; portfolio selection and performance evaluation are examined. Also included are derivatives' valuation and their role in a diversified portfolio.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	420	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 Lecture		N Normal	FR _____ JR _____ SO _____ SR _____	
			FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	FIN 350 FIN 301, FIN 324 and QMB 300 with “C” or better.			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	or Corequisite			
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems	
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 424	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Derivatives Valuation and Accounting	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option <u>x</u> ; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	10/18/2007	Graduate Council*
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/3/2008	Approved _____ Disapproved _____
General Education Committee*		Faculty Senate**
Teacher Education Committee*		Board of Regents**
		Council on Postsecondary Edu.***

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To add FIN 424 to major requirements for General Finance and Managerial Finance options.

A. 2. Effective date: (Example: Fall 2001)
 FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Derivatives have become ubiquitous in contemporary business life, ranging from executive stock options to complicated securitizations of receivables. Our current program does not cover derivative valuation in appropriate depth and does not cover accounting for transactions involving derivative securities.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 424 Derivatives Valuation and Accounting. (3) A.

Prerequisite: FIN 301 and QMB 300 with "C" or better; or ACC 302 with "B" or better, and department approval. General valuation principles for derivatives, numerical methods of derivative valuation, regulations covering executive stock options, accounting of derivatives. Also covered are special purpose vehicles.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	424	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>X</u> Laboratory _____ Other _____		Cip Code (first two digits only) 52	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 Lecture	2	N Normal	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<div style="border: 2px solid black; padding: 5px;"> <p>FOR BANNER USE ONLY</p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.		FIN 301 and QMB 300 with “C” or better; or ACC 302 with “B” or better, and <u>department approval.</u>		
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

FIN 424: Derivatives Valuation and Accounting

Department of Accounting, Finance, and Information Systems

College of Business and Technology

Fall 2008

Professor: TBA
Office: TBA
Phone: TBA
Email: [TBA](#)

COURSE DESCRIPTION

General valuation principles for derivatives, numerical methods of derivative valuation, regulations covering executive stock options, accounting of derivatives. Also covered are special purpose vehicles.

COURSE OBJECTIVES

A firm that can quantify and effectively manage risks will have a competitive advantage relative to its competitors. This course will focus on the financial risks that a firm must face in the course of doing business. Most financial risks are managed using derivatives. Thus, a large portion of this course will focus on derivatives, including what they are, how they work, how they are valued and when to use them. We will emphasize corporate use of derivatives for purposes of hedging as opposed to speculative uses of derivatives. A financial manager must understand how derivatives can be used to the advantage of the firm in order to avoid becoming yet another front page headline about the misuse of derivatives. In addition to covering details of valuation and uses of derivatives, we will also cover the accounting treatment of such securities.

STUDENT LEARNING OBJECTIVES

After completing Derivatives Valuation and Accounting a student will be able to:

1. Demonstrate knowledge of arbitrage pricing as the fundamental pricing principle for Futures contracts.
2. Understand workings of margin accounts in Futures and Options exchanges.
3. Distinguish between speculation and hedging as two primary motives for the use of derivative securities.
4. Distinguish between exchange traded futures contracts and over-the-counter forward contracts as it relates to liquidity and counterparty risks.
5. Quantify interest rate risk in all derivative securities and design financial hedging solutions to immunize against interest rate risk.
6. Understand interest rate swaps as a collection of forward interest rate contracts.
7. Demonstrate the knowledge of Black-Scholes differential equation as the basis for option pricing.
8. Develop risk-management solutions using options on financial and non-financial securities.
9. Distinguish between exchange-traded short term options and non-traded employee stock options.
10. Demonstrate knowledge in Accounting applications for derivative securities, especially for employee stock options and financial hedging products.
11. Understand the mechanisms behind Asset-Backed securities and Special Purpose Vehicles.
12. Understand the accounting effects of securitization and special purpose vehicles.

COURSE MATERIALS

Most of the reading required for the course will be from the text, "Options, Futures, and Other Derivatives," by Hull.

Any other supplementary material, especially regarding accounting for derivatives, will be distributed either in class via Blackboard.

Please bring a calculator or computer to class.

GRADING

Class Preparation/Participation (23%)

Students are expected to arrive at class prepared to participate in class. Preparation involves careful reading of assigned material and working of assigned homework. The concepts covered in this course are inherently quantitative. Mastery of the concepts requires learning the vocabulary of the discipline and working problems in order to understand the tools used in financial risk management. Students will be randomly called upon to describe the key concepts, define important vocabulary or present solutions to assigned homework problems.

Projects (50%)

There will be projects assigned from time to time throughout the semester. These projects will assist you in understanding the class material. They will also help the instructor to evaluate your understanding of the course material. It is important to learn more than just technical skills. You must know how to write and present your ideas and conclusions. Correctly completing the calculations for the project will earn you a score of about 60%. If you present your correctly calculated results in an efficient and professional manner you can earn 80% credit on a project. Full credit will only be granted for those who add value through adding relevant and valuable insight through their work on the project.

Exams (27%)

There will be three equally-weighted take-home midterm exams. The purpose of these exams is to see if you have mastered the main concepts and tools of the course. The exams will be based on the end of chapter problems in the text and on the projects assigned through the semester.

CLASS SCHEDULE

Following is the intended schedule of topics for the semester. Time permitting, additional topics of interest to students would be covered.

1. Futures Markets
2. Speculation and Hedging
3. Interest Rates: Duration, Term Structure
4. Forward Contracts: Exchange Rates, Interest Rates
5. Bonds: Pricing, Interest Rate and Bond Futures
6. Swaps

Take Home Midterm # 1

1. Options: Basic Pricing Theory, Numerical Pricing Methods
2. Option Strategies and Risk Management
3. Executive (Employee Stock Options)

Take Home Midterm # 2

1. Interest Rate Options: Floors, Caps, Collars
2. Bond Options

3. Swaptions
4. Asset-Backed Securities: Securitization, Mortgage-Backed Securities, Tranching
5. Special-Purpose Vehicles

Take Home Midterm # 3

Statement of Disability

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This syllabus, including topic list, class schedule, and other components, as presented here represents a tentative plan for the progression of course events. The instructor reserves the right to make changes as student needs and other factors may warrant.

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems	
New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 450	
Course Dropped (Part II)	*Course Title (30 characters)	Seminar in Finance	
New Program (Part III)	*Program Title		
Program Revision (Part III)		(Major <u> x </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u> </u>	<u> </u>	<u> </u>
Departmental Committee	10/18/2007	Graduate Council*	<u> </u>
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	<u> </u>
College Curriculum Committee	1/3/2008	Approved <u> </u> Disapproved <u> </u>	WITHDRAWN
General Education Committee*	<u> </u>	Faculty Senate**	<u> </u>
Teacher Education Committee*	<u> </u>	Board of Regents**	<u> </u>
		Council on Postsecondary Edu.***	<u> </u>

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To change the course description that eliminates the option to repeat up to six hours; to re-design the course as a project course with instruction; to change the name of the course to Project in Finance.

A. 2. Effective date: (Example: Fall 2001)
 FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 This course is designed to act as a capstone project course, where students are required to write a paper on any finance topic they choose. Such a project may be supervised by any finance faculty.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 450 ~~Seminar~~ Project in Finance. (1-3) I, II.

Prerequisite: instructor approval. Selected topics of special contemporary interest to ~~business~~ finance students. ~~May be retaken under different subtitles to a maximum of six hours.~~ Students are required, under supervision of finance faculty, to write a paper on any finance topic of their choice.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	450	FALL 2008	AS _____ JS _____ BT x _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 0	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 Seminar		N Normal	FR _____ JR _____ SO _____ SR _____	
			FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis x _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Syllabus
FIN450: Project in Finance
Department of Accounting, Finance, and Information Systems
College of Business and Technology
Fall 2008

CREDIT HOURS: 1

PROFESSOR:

OFFICE HOURS:

COURSE DESCRIPTION:

Prerequisite: instructor approval. Selected topics of special contemporary interest to finance students. Students are required, under supervision of finance faculty, to write a research paper on an approved finance topic.

COURSE OBJECTIVES:

This is a capstone course in finance that combines theories of financial management with practical application through case analysis. Financial theories with respect to risks and returns; portfolio analysis; capital structure and cost of capital; optimal capital budget; short- and long-term financing decisions; and other topics concerning multinational financial management are among the list of topics students can choose from. While not limited to this list, students are required to write a paper on any approved finance topic they choose. The primary objective of this course is to assess student's critical thinking, oral and written presentation skills.

STUDENT LEARNING OBJECTIVES:

1. Articulate the purpose for their project the context within the firm and within the financial management context.
2. Identify specialized vocabularies required to perform the project successfully.
3. Conduct critical research related to their project area.
4. On project completion, be capable of positioning and evaluating their project within its broader financial management context.
5. Identify and carry out data collection methods appropriate for their particular project potentially including surveys and questionnaires, individual interviews, focus groups, and access already existing databases.
6. Identify and implement appropriate quantitative and qualitative data gathering and analysis methods for their particular project.
7. Situate their findings in the broader related literature.
8. Draw conclusions based on their findings.
9. Communicate their work effectively both orally and in writing

COURSE MATERIALS

N/A

GRADING AND CLASS SCHEDULE**Abstract Proposal [Due September 8] (15%)**

You are required to obtain approval of Finance faculty for your topic and present an executive summary (not exceeding one double-spaced written page) by above date. At this time a member of the Finance faculty will be assigned as your primary project advisor.

Detailed Proposal [Due September 29] (25%)

Once your topic is approved, by above date, you are required to submit a detailed proposal that does not exceed 6 double-spaced written pages. At a minimum, this proposal should include: brief description of the project; justification for the proposed project topic; importance of the topic in the broader financial management context; sources and methods of data collection (if applicable); quantitative methods to be employed and their justification; description of hypotheses that are to be entertained, if any.

First Draft [Due November 14] (30%)

You must turn in a completed first draft by above date. Your project advisor will ask you for revisions in the first draft by November 21.

Final Draft [Due December 10] (30%)

Your final draft should address all the comments from your project advisor.

Statement of Disability

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with me to discuss any academic accommodation you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Students Services Building, by email at disabilities@eku.edu or by phone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

Academic Integrity Statement

Students are advised that EKU's Academic Integrity Policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu <<http://www.academicintegrity.eku.edu>>. Questions regarding the policy may be directed to the Office of Academic Integrity.

This syllabus, including topic list, class schedule, and other components, as presented here represents a tentative plan for the progression of course events. The instructor reserves the right to make changes as student needs and other factors may warrant.

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems	
New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 455	
Course Dropped (Part II)	*Course Title (30 characters)	Global Financial Management	
New Program (Part III)	*Program Title		
Program Revision (Part III)		(Major ____, Option <u>x</u> __; Minor ____; or Certificate __)	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	10/18/2007	Graduate Council*	
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/2008	Approved _____ Disapproved _____	WITHDRAWN
General Education Committee*		Faculty Senate**	
Teacher Education Committee*		Board of Regents**	
		Council on Postsecondary Edu.***	
*If Applicable (Type NA if not applicable.)			
**Approval needed for new, revised, or suspended programs			
***Approval/Posting needed for new degree program or certificate program			
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.			

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To remove FIN 350 and add FIN 301 as pre-requisite for FIN 455.</p> <p>A. 2. Effective date: (Example: Fall 2001) FALL 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p> <hr/> <p>B. The justification for this action: FIN 350 is no longer a supporting course for FIN 455, and FIN 301 is a supporting course for FIN 455.</p> <hr/> <p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NONE</p> <p>Operating Expenses Impact: NONE</p> <p>Equipment/Physical Facility Needs: NONE</p> <p>Library Resources: NONE</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 455 Global Financial Management. (3) A.

~~Prerequisite or Corequisite: FIN 350~~ FIN 301 and QMB 300 with "C" or better. Advanced global dimensions of corporate finance including working capital, capital budgeting, and international borrowing for multinational companies. Case studies of international capital markets, international financial institutions, foreign exchange risks, and international portfolio diversification.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	455	FALL 2008	AS _____ JS _____ BT <u>x</u> _____ EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1 Lecture		N Normal	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<div style="border: 2px solid black; padding: 5px;"> <p>FOR BANNER USE ONLY</p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.		FIN 350 FIN 301 and QMB 300 with “C” or better.		
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.		or Corequisite		
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance, and Information Systems	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	ACC 349	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in Accounting	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:	Date	Date	
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved _____ Disapproved _____	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for ACC 349 from 1-4 to 1-9. Revise the course description

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

ACC 349 Applied Learning in Accounting. ~~(1-4)~~ (1-9) A. Prerequisites: minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required. ~~and BBA majors only. Co-curricular work experience under faculty and field supervisors in placements related to academic studies. Training plan required. Normally one to four hours credit per semester or summer.~~ Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work required for each academic-credit hour. Three hours may be used as a major elective. Additional hours may be used to fulfill the 150-hour CPA exam requirement.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
ACC	349	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	Minimum GPA of 2.25 and 60 credit hours and BBA majors only.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **“and”** and **“or”** literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance, and Information Systems	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	ACC 349 A-N	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Cooperative Study: Accounting	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/07/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved _____ Disapproved _____	WITHDRAWN
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for ACC 349 A-N from 1-4 to 1-9. Revise the course description

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

ACC 349 A-N Cooperative Study: Accounting. ~~(1-4)~~ (1-9) A. Prerequisites: minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required. ~~and BBA majors only. Co-curricular work experience under faculty and field supervisors in placements related to academic studies. Training plan required. Normally one to four hours credit per semester or summer.~~ Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work required for each academic credit hour. Three hours may be used as a major elective. Additional hours may be used to fulfill the 150-hour CPA exam requirement.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
ACC	349 A-N	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	Minimum GPA of 2.25 <u>and 60 credit hours</u> and BBA majors only.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance, and Information Systems	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	CIS 349	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in Computer Information Systems	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved _____ Disapproved _____	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for CIS 349 from 1-3 to 1-9. Revise the course description

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:
Personnel Impact: None.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CIS 349 Applied Learning in Computer Information Systems. ~~(1-3)~~ (1-9) A. Prerequisites: minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required. and BBA major, only. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. Normally limited to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work for each experience per credit hour. May count only three hours toward major. Three hours may be used as a major elective.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CIS	349	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ minimum GPA of 2.25 and 60 credit hours. and BBA major, only.

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance, and Information Systems	
____ New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	CIS 349 A-N	
____ Course Dropped (Part II)	*Course Title (30 characters)	Cooperative Study: Computer Information Systems	
____ New Program (Part III)	*Program Title	_____	
____ Program Revision (Part III)	(Major ____, Option ____, Minor ____, or Certificate __)		
____ Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved _____ Disapproved _____	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for CIS 349 A-N from 1-3 to 1-9. Revise the course description.

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:
Personnel Impact: None.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CIS 349 A-N Cooperative Study: Computer Information Systems. ~~(1-3) (1-9) A.~~ Prerequisites: minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required. and BBA major, only. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. Normally limited to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work for each experience per credit hour. May count only three hours toward major. Three hours may be used as a major elective.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CIS	349 A-N	Fall 2008	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____ Internship _____ Independent Study _____ Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ minimum GPA of 2.25 and 60 credit hours. and BBA major, only.

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance, and Information Systems	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 349	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in Finance	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved _____ Disapproved _____	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for FIN 349 from 1-3 to 1-9. Revise the course description.

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 349 Applied Learning in Finance. ~~(1-3)~~ (1-9) A Prerequisites: minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required, and BBA major only. ~~Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. May be retaken to a maximum of six hours.~~ Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours experience work per for each credit hour. ~~May not count toward major.~~

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	349	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____	Date of data entry _____	
		Internship _____	Data entry person _____	
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	minimum GPA of <u>2.25 and 60 credit hours. and BBA major only.</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance, and Information Systems	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 349 A-N	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Cooperative Study: Finance	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved ___ Disapproved ___	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for FIN 349 A-N from 1-3 to 1-9. Revise the course description.

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 349 A-N Cooperative Study: Finance. ~~(1-3)~~ (1-9) A Prerequisites: minimum GPA of 2.25 and 60 credit hours. Co-op Coordinator approval is required. ~~.. and BBA major only. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. May be retaken to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours experience work per for each credit hour. May not count toward major.~~

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	349 A-N	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	minimum GPA of 2.25 and 60 credit hours. and BBA major only.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance, and Information Systems	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	INS 349	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in Insurance Studies	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved _____ Disapproved _____	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for INS 349 from 1-3 to 1-9. Revise the course description

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

INS 349 Applied Learning in Insurance. ~~(1-3) (1-9)~~ A. Prerequisites: minimum GPA of 2.0 2.25 and 60 credit hours. Co-op Coordinator approval is required. and departmental approval. Approved work experience directly related to academic major and/or career goals. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. May be retaken to a maximum of six hours. Minimum of 80 hours work required per credit hour. Six hours may be used as a major elective.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
INS	349	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ minimum GPA of 2.0 2.25 and 60 credit hours.

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance, and Information Systems	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	INS 349 A-N	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Cooperative Study: Insurance	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved _____ Disapproved _____	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for INS 349 A-N from 1-3 to 1-9. Revise the course description

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

INS 349 A-N Cooperative Study: Insurance. ~~(1-3) (1-9)~~ **(1-9) A.** Prerequisites: minimum GPA of 2.0 2.25 and 60 credit hours. Co-op Coordinator approval is required. and departmental approval. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. May be retaken to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work required per credit hour. Six hours may be used as a major elective.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
INS	349 A-N	Fall 2008	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ minimum GPA of 2.0 2.25 and 60 credit hours.

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance, and Information Systems	
_____ New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	RST 349	
_____ Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in Real Estate	
_____ New Program (Part III)	*Program Title	_____	
_____ Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
_____ Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved _____ Disapproved _____	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for RST 349 from 1-3 to 1-9. Revise the course description.

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

RST 349 Applied Learning in Real Estate. ~~(1-3)~~ (1-9) A. Prerequisites: ~~junior~~, minimum GPA of 2.25-GPA and 60 credit hours. ~~Co-op Coordinator approval is required. and BBA majors only. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. May be retaken to a maximum of six hours.~~ Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours experience work required per credit hour. ~~May not count toward major.~~

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
RST	349	Fall 2008	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____ Internship _____ Independent Study _____ Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ ~~junior~~, minimum GPA of 2.25-GPA and 60 credit hours, and BBA majors only.

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance, and Information Systems	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	RST 349 A-N	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Cooperative Study: Real Estate	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved _____ Disapproved _____	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for RST 349 A-N from 1-3 to 1-9. Revise the course description.

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

RST 349 A-N Cooperative Study: Real Estate. ~~(1-3)~~ (1-9) A. Prerequisites: ~~junior~~, minimum GPA of 2.25-GPA and 60 credit hours. Co-op Coordinator approval is required. and BBA majors only. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. May be retaken to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours experience work required per credit hour. May not count toward major.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
RST	349 A-N	Fall 2008	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	AFIS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	junior, minimum <u>GPA of 2.25-GPA and 60 credit hours, and BBA majors only</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	Finance (B.B.A.)
<input checked="" type="checkbox"/> Program Revision (Part III)	Finance	(Major <u> x </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	10/18/2007	Graduate Council*
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	1/3/2008	Approved <u> </u> Disapproved <u> </u> WITHDRAWN
General Education Committee*		Faculty Senate**
Teacher Education Committee*		Board of Regents**
		Council on Postsecondary Edu.***

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To remove FIN 350, and to add FIN 410 and FIN 450 as Finance major requirements; to add FIN 424 as requirements for General Finance and Managerial Finance options; to remove ACC 322 and ACC 350, and to add 3 hours from ACC 322, ACC 327, CIS 335, ACC 440, ACC 441, ACC 425, ACC 525 as a requirement for Managerial Finance option; to remove 3 hours from RST 310, 330 or FIN 304 as a requirement for General Finance option; to remove FIN 304, and to add FIN 324 and FIN 420 as requirements for Real Estate Finance option; .

A. 2. Effective date: (Example: Fall 2001)
 FALL 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 FIN 450 acts as an undergraduate capstone project course for Finance majors. FIN 410 fills the need for a detailed treatment of valuation methods. FIN 424 fills the need for a detailed treatment of derivative securities including their accounting. ACC 350 is no longer offered, hence is dropped from the Managerial Finance option. Removing ACC 327 from Managerial Finance requirements is done to allow more flexibility to students. FIN 304 is removed as a requirement or an option since FIN 405 is already required. FIN 304 will serve as an upper level FIN elective for GBU majors. FIN 324 and FIN 420 is added to Real Estate Finance option to emphasize the investment aspect of Real Estate.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
 (*Use ~~striketrough~~ for deletions and underlines for additions.)

University Requirement 1 hour

BTO 100.

General Education Requirements 39 hours

Standard General Education program, excluding general education blocks II, VB, and VC. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

Supporting Course Requirements 12-15 hours

MAT 211 or the combined courses of MAT 107 and; QMB 240; SOC 131; ECO 230, 231.

Free Electives (non-business) ~~13-19~~ 12-18 hours

Business Requirements

Pre-Business Core 12 hours

ACC 201, 202; GBU 204; QMB 200.

Business Core 21 hours

CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480.

Major Requirements ~~24-27~~ 25-28 hours

QMB 300; FIN 301, ~~350~~, 410, 450(1); and one of the following options:

Managerial Finance Option:

FIN 401, 424, 455, ACC 301, 302, and 3 hours from ACC 322, 327, 425, 440, 441, 525, CIS 335327, 350.

General Finance Option:

FIN 324, 401, 405, 420, ~~424, 455.~~ ~~and three hours from RST310, 330 or FIN 304.~~

Real Estate Finance Option:

~~FIN 304,~~ 324, 405, 420; RST 310, 330, 401.

Total Curriculum Requirements 128 hours

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Management, Marketing, and Administrative Communication	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	CCT 349	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <i>(30 characters)</i>	Applied Learning in Corporate Communication and Technology	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved Disapproved	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for CCT 349 from 1-3 to 1-9. Revise the course description

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CCT 349 Applied Learning in Corporate Communication and Technology. ~~(1-3)~~ **(1-9) A.** Prerequisites: minimum GPA of 2.25; sophomore classification for associate degree; junior classification for baccalaureate degree. and 30 hours for associate degree, 60 hours for baccalaureate degree. Co-op Coordinator approval is required. Approved work experience directly related to academic major and/or career goals. ~~Supervised co-curricular work experience. Training plan required.~~ Minimum of 80 hours work required for each ~~academic credit hour.~~ May be retaken to a maximum of six hours. ~~Three hours required in Office Systems Technology.~~ Three hours may be used as an upper division business elective in the undergraduate program.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CCT	349	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____	Date of data entry _____	
		Internship _____	Data entry person _____	
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	<u>minimum</u> GPA of 2.25; sophomore classification for associate degree; junior classification for baccalaureate degree. <u>and 30 hours for associate degree, 60 hours for baccalaureate degree.</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IIVA (3)	IVA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
C (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Management, Marketing, and Administrative Communication	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	CCT 349 A-N	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <i>(30 characters)</i>	Cooperative Study: Corporate Communication and Technology	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved Disapproved	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for CCT 349 A-N from 1-3 to 1-9. Revise the course description

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CCT 349 A-N Cooperative Study: Corporate Communication and Technology. ~~(1-3) (1-9)~~ **A.** Prerequisites: minimum GPA of 2.25; sophomore classification for associate degree; junior classification for baccalaureate degree. and 30 hours for associate degree, 60 hours for baccalaureate degree. Co-op Coordinator approval is required. Approved work experience directly related to academic major and/or career goals. ~~Supervised co-curricular work experience. Training plan required.~~ Minimum of 80 hours work required for each ~~academic credit hour.~~ ~~May be retaken to a maximum of six hours.~~ Three hours required in Office Systems Technology. Three hours may be used as an upper division business elective in the undergraduate program.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CCT	349 A-N	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<div style="border: 2px solid black; padding: 5px;"> <p>FOR BANNER USE ONLY</p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. _____

Course Prefix and No. _____

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____ minimum GPA of 2.25; ~~sophomore classification for associate degree; junior classification for baccalaureate degree.~~ and 30 hours for associate degree, 60 hours for baccalaureate degree.

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No. _____

Test Scores _____

Minimum GPA (when a course grouping or student cumulative GPA is required) _____

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No. _____

Course Prefix and No. _____

Course Prefix and No. _____

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IIVA (3)	IVA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Management, Marketing & Administrative Communication	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	GBU 349	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in General Business	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved Disapproved	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: Revise Course Description.</p> <p>A. 2. Effective date: Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: Clarify wording to clearly define co-op eligibility and to specify academic requirements this course will fulfill.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

GBU 349 Applied Learning in General Business. ~~(1-3) (1-9)~~. A. Prerequisites: minimum GPA 2.25 and ~~BBA major only~~ and 60 credit hours. Co-Op Coordinator approval is required. Approved work experience directly related to academic major and/or career goals. Co-curricular work experience under faculty and field supervisor -- training plan required. May be retaken to a maximum of six hours. Minimum of 80 hours work required for each academic credit hour. May not count toward major. May be used as upper division business electives and/or free electives as approved. General Business Majors, depending on option, are limited to a maximum of 9 co-op hours counting toward degree.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
GBU	349	Fall 2008	AS _____ JS _____ BT X _____ EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____	Date of data entry _____	
		Internship _____	Data entry person _____	
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	minimum GPA 2.25 and BBA major only and 60 credit hours.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Management, Marketing & Administrative Communication	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	GBU 349 A-N	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Cooperative Study: General Business	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved Disapproved	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	
*If Applicable (Type NA if not applicable.)			
**Approval needed for new, revised, or suspended programs			
***Approval/Posting needed for new degree program or certificate program			
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.			

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: Revise course description.</p> <p>A. 2. Effective date: Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: Clarify wording to clearly define co-op eligibility and to specify academic requirements this course will fulfill.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

GBU 349 A-N Cooperative Study: General Business. ~~(1-3)~~ (1-9). A. Prerequisites: minimum GPA 2.25 and ~~BBA major only~~ and 60 credit hours. Co-Op Coordinator approval is required. Approved work experience directly related to academic major and/or career goals. Co-curricular work experience under faculty and field supervisors-- training plan required. May be retaken to a maximum of six hours. Minimum of 80 hours work required for each academic credit hour. May not count toward major. May be used as upper division business electives and/or free electives as approved. General Business Majors, depending on option, are limited to a maximum of 9 co-op hours counting toward degree.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
GBU	349 A-N	Fall 2008	AS _____ JS _____ BT X _____ EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____	Date of data entry _____	
		Internship _____	Data entry person _____	
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	minimum GPA 2.25 and BBA major only and 60 credit hours.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Management, Marketing & Administrative Communication	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	MGT 349	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in Management	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved Disapproved	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:
 Revise course description.

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Clarify wording to clearly define co-op eligibility and to specify academic requirements this course will fulfill.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

MGT 349 Applied Learning in Management. ~~(1-3) (1-9)~~. A. Prerequisites: minimum GPA 2.25 and ~~BBA major~~ only and 60 credit hours. Co-Op Coordinator approval is required. Approved work experience directly related to academic major and/or career goals. ~~Co-curricular work experience under faculty and field supervisors-- training plan required. May be retaken to a maximum of six hours.~~ Minimum of 80 hours work required for each academic credit hour. May not count toward major. May be used for upper division business electives and/or free electives as approved. Will not count as Management elective. Management Majors (All Options) are limited to a maximum of 9 co-op hours counting toward degree.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MGT	349	Fall 2008	AS _____ JS _____ BT X _____ EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	minimum GPA 2.25 and BBA major only and 60 credit hours.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Management, Marketing & Administrative Communication	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	MGT 349 A-N	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Cooperative Study: Management	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved Disapproved	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:
 Increase the number of credit hours for MGT 349 A-N from 1-3 to 1-9. Revise course description.

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 Clarify wording to clearly define co-op eligibility and to specify academic requirements this course will fulfill.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strickthrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strickthrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

MGT 349 A-N Cooperative Study: Management. (1-3) (1-9). A. Prerequisites: minimum GPA 2.25 and ~~BBA major~~ only and 60 credit hours. Co-Op Coordinator approval is required. Approved work experience directly related to academic major and/or career goals. ~~Co-curricular work experience under faculty and field supervisors-- training plan required. May be retaken to a maximum of six hours.~~ Minimum of 80 hours work required for each academic credit hour. May not count toward major. May be used for upper division business electives and/or free electives as approved. Will not count as Management elective. Management Majors (All Options) are limited to a maximum of 9 co-op hours counting toward degree.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MGT	349 A-N	Fall 2008	AS _____ JS _____ BT X _____ EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	minimum GPA 2.25 and BBA major only and 60 credit hours.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Management, Marketing, and Administrative Communication	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	MKT 349	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in Marketing	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved Disapproved	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for MKT 349 from 1-3 to 1-9. Revise the course description

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

MKT 349 Applied Learning in Marketing. ~~(1-3) (1-9) A.~~ Prerequisites: minimum GPA 2.25 and ~~BBA major only.~~ .60 credit hours. Co-op Coordinator approval is required ~~Co-curricular work experience under faculty and field supervisors — training plan required. May be retaken to a maximum of six hours.~~ Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work required for each academic credit hour. May not count toward major. Three hours may be used as an upper division business elective in the Marketing option. Three hours are required in the Music Marketing option.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MKT	349	Fall 2008	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs. 1-9	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY	
		Thesis _____	Date of data entry _____	
		Internship _____	Data entry person _____	
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	minimum GPA 2.25 and BBA major only 60 credit hours.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Management, Marketing, and Administrative Communication	
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology	
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	MKT 349 A-N	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Cooperative Study: Marketing	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12/7/2007	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	1/3/08	Approved Disapproved	WITHDRAWN
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program
 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Increase the number of credit hours for MKT 349 A-N from 1-3 to 1-9. Revise the course description

A. 2. Effective date: Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
 The changes in the course description will more accurately describe the experience, more clearly define Co-op eligibility, and specify the academic requirement(s) this course will fulfill. This request will also permit students in full-time Co-op employment (alternating Co-op experiences) to maintain full-time student status.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None.

Library Resources: None.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

MKT 349 Cooperative Study: Marketing, ~~(1-3)~~ (1-9) A. Prerequisites: minimum GPA 2.25 and ~~BBA major only.~~ 60 credit hours. Co-op Coordinator approval is required. Co-curricular work experience under faculty and field supervisors — training plan required. May be retaken to a maximum of six hours. Approved work experience directly related to academic major and/or career goals. Minimum of 80 hours work required for each academic credit hour. May not count toward major. Three hours may be used as an upper division business elective in the Marketing option. Three hours are required in the Music Marketing option.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MKT	349 A-N	Fall 2008	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
1-9	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	minimum GPA 2.25 and BBA major only 60 credit hours.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

CO-OP/APPLIED LEARNING COURSE OUTLINE

Welcome to Co-op

Assignments must be submitted to the Co-op Office to receive academic credit. The required assignments are also available on the Co-op website under Students: www.coop.eku.edu.

FALL 2008

Submit the following items:

1. ___Resume
2. ___Online Orientation - Accessible through **Blackboard** - **Due prior to your first day on your job.**
3. ___Performance Skills Assessment - Completed in PlacePro under **My Placements & Evaluations**
4. ___Student Report - In PlacePro under **My Placements & Evaluations**.
5. ___Timesheet (Due **last week of the semester**) **Must be signed by supervisor.**

Additional assignments may be required by your Coordinator

GOALS OF THE COURSE

The Co-op/Applied Learning course provides a means for students to achieve academic, professional and personal outcomes as follows:

- Academic - integrates classroom theory with workplace practical training;
- Professional - clarify career goals, understand workplace culture, gain workplace competencies, benefit from professional networking, and have better access to after-graduation employment opportunities;
- Personal - learn your strengths and weaknesses, develop/enhance interpersonal skills, and obtain earnings to assist in supporting your college expenses.

CO-OP/APPLIED LEARNING CREDIT

Academic credit will be awarded for Cooperative Education/Applied Learning only when the student is enrolled at Eastern Kentucky University in the Cooperative Education Program. **Credit may not be awarded for past experiences or for anticipated future experiences.** A maximum of eight hours may be applied toward meeting graduation requirements for the associate degree and a total of sixteen hours toward the bachelor degree. The total hours earned may vary depending on your department. However, all co-op terms (semesters) will be noted on your transcript (Co-op 349a-h). Students should plan to be employed in a co-op position a minimum of two terms for the alternating plan and a minimum of three for the parallel plan with the same employer; however, if that placement is not beneficial or you would like to gain a different type of experience within your field, you may co-op with a different employer. The Co-op Program requires a minimum of 30 full-time weeks or 1200 hours of employment to complete the requirements for Cooperative Education and to receive a Cooperative Education Certificate. Hours may be worked over two or more semesters for full time employment or three or more semesters for part time employment. Each student must earn a salary, but must fall within state and federal wage guidelines. The Co-op Program also offers Applied Learning for one-semester work experience, available through Applied Learning 349 (contact the Co-op Office for the requirement for one term assignments).

RESPONSIBILITY OF THE STUDENT

To participate in the Cooperative Education and Applied Learning Programs, prior to your first co-op assignment or during the first two weeks of your co-op semester, you must successfully complete the Co-op Orientation on Blackboard. You must also demonstrate above average academic performance, maintain that level of achievement after placement with an employer, and meet all other requirements of the program. You, your employer, your co-op faculty coordinator, and the co-op director will sign an agreement.

ACADEMIC/JOB PERFORMANCE:

1. Maintain a minimum grade point average of 2.25. A higher grade point average is highly encouraged.
2. Remain dedicated to the completion of the co-op program and degree program.
3. Satisfactorily perform the work assignment for each work period.
4. Adhere to all policies of the employing firm.
5. **Report to work promptly, and in the event of illness or emergency notify the employer and coordinator promptly.**
6. Direct your energies to the completion of work assignments.
7. Continue to pursue academic requirements toward a degree.
8. Not apply for unemployment benefits with the State Office of Human Resources, due to the fact that you are leaving voluntarily and without cause attributable to the employer.
9. Adhere to all policies of the Cooperative Education Program.
10. **Do not quit your job prior to the end of the semester. You must work the entire semester to earn Co-op credit.**

The employer will advise students of the policies governing working conditions, hours of work, and other matters concerning employment. **It is expected that the student will conform explicitly to these rules and regulations.** Failure to do so will subject the student to the disciplinary and corrective procedures of the employer and will be reflected in the evaluation record

completed for each work period by the employer. The evaluation record is used in determining a grade for co-op. It is emphasized that personal appearance and attendance are extremely important factors.

ORIENTATION

Each Co-op/Applied Learning student must complete the Online Orientation in Blackboard. The Orientation must be completed prior to registering for Co-op. Your Orientation score must be 87% or above to successfully complete the orientation. If your score falls below 87%, you will be required to retake the Orientation or parts of the Orientation. You will be notified by email if you have to retake the Orientation. After you have successfully completed the Orientation, you will receive credit and will be eligible for Co-op.

STUDENT REPORTS

Student Report is to be completed in the **My Placements & Evaluations** section in the Co-op **PlacePro database**.

1st semester to Co-op or new Co-op job. First semester and new Co-op assignments must answer questions 1-7. The total responses must be a minimum of 400-500 words in complete, detailed, and coherent sentences.

1. Provide a brief history of your co-op employer (must include the functions, products/services provided). Your response should be at least one paragraph.
2. What were your primary work responsibilities as a co-op student and were your duties consistent with the job description on file in the Co-op Office? Your response should be at least one paragraph.
3. Identify three courses (at least one in your major) and explain how these courses prepared you for your Co-op position? (Example: English 102 enhanced my writing skills that helped in preparing weekly reports.)
4. Relate how your co-op assignment enabled you to apply the theory learned in the classroom.
5. What specific "on-the-job" activities (minimum of two) do you feel helped you to gain the most knowledge in you career field? (These activities may be either positive or negative. Also, please share this information with your departmental faculty). How did this knowledge prepare you for your career field?
6. What was the most beneficial aspect of your on-the-job co-op experience and why?
7. What was the least beneficial aspect of your on-the-job co-op experience and why? (Please be honest. This information is confidential.)

Submit report by clicking on FINISHED after question 11.

Multiple semesters (2 or more semesters in the same job) must answer questions 8-11.

In order for you to gain the most from your multiple semesters Co-op, your employer is required to expand and increase your job responsibilities; therefore, please respond to the following questions in complete, detailed, and coherent sentences:

8. Indicate at least two of the most important things that you learned while on your Co-op assignment this semester? (Please share this information with you departmental faculty and peers.)
9. Indicate additional courses that prepared you for the increased responsibilities for your continuing Co-op assignment and explain in detail? (example: Computer Science 390 enhanced my computer programming skills in Visual Basic)
10. What was your most beneficial aspect of your on-the-job Co-op experience and why?
11. What was your least beneficial aspect of your on-the-job Co-op experience and why? (Please be honest. This information is confidential.)

Submit report by clicking on FINISHED after question 11.

Do not submit reports prepared for the employer. Sometimes the work will be of a classified nature and cannot be discussed freely. In such cases, a description of the general nature of the duties will be sufficient. These reports are kept on file by the co-op coordinator and in the academic departments.

Timesheet - Student must submit a record of the hours worked with supervisor verification (signature). Timesheets are available on the Co-op website.

Performance Skills Assessment (Evaluation) - completed in the **My Placements & Evaluations** section in the Co-op **PlacePro database**. - This is an opportunity for you to evaluate your own progress in developing knowledge and skills from your co-op experience. It is important that you make every effort to be realistic as possible in order to track your own growth as you move forward in progressively responsible assignments. Please let us know if we can better serve you. This is also an opportunity for the student to provide input into the program.

Final Interview - At the end of each co-op and applied learning assignment, you will meet with your assigned co-op faculty coordinator to discuss your completed work experience and future plans. All written reports will be reviewed by your coordinator and kept on file. They will not be returned unless they are unsatisfactory, but they may be seen and reviewed at any time. These reports will be used as a means of assessing co-op experiences, employment situations and used by the career counselor as reference materials.



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Office of Academic Affairs and Research
Office of the Dean
University Programs

201 Keen Johnson
521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-2222 Fax (859) 622-5018

TO: Council on Academic Affairs

FROM: Onda Bennett
Interim Dean, University Programs

DATE: January 8, 2008

RE: Agenda Items for 01/17/08 Council on Academic Affairs meeting

The following items are being submitted to the Council on Academic Affairs for consideration at the January 17, 2008 meeting from University Programs:

Information Items: Catalog Copy Changes to reflect previous CAA actions

Changes in the catalog copy were made at the request of the Registrar to reflect actions by CAA on "S" (Service Learning) and "W" (Writing Intensive) course designation.

New Course

GSD 101 Foundations of Learning: The pilot of a 3 credit first year course initially proposed in the QEP. The intent of the course is to provide foundational knowledge and skills in critical and creative thinking and to increase student success and retention. Foundations for Learning (GSD 101) is proposed to run in Fall 2008 as a pilot for up to 500 first-time freshmen.

The course has been developed by a working committee including the following membership:

Scott Amundsen--Advising/Academic Affairs (AA)	Stacey Street--QEP Asses./Institutional Research
Onda Bennett--University Programs/AA	Amanda Tudor--Career Serv./SA
Lisa Cox--Enrollment Management/AA	Jen Walker--Counseling Center/SA
Rita Davis--Coll. of Bus. & Tech.	Cari Wallace--First Year Prog./SA
June Hyndman--Coll. of Education	Steve Wilkins--Advising/AA
Paula Jones--Cont. Edu & Outreach/AA	Kate Williams--University Programs/AA
Betsy Matthews--Coll. of Justice & Saf.	
Ellen McMahan--Coll. of Health Sc.	
Shannon Means--Inst. Effectiveness/Facilitator	
Salome Nnoromele--Coll. of Arts & Sc.	



Additionally, members of the ECU General Education Committee are serving in an advisory role for the course content and the course has been reviewed by the University Programs Curricular Review Team.

The following documents are included in this proposal:

1. CAA New Course Proposal Form
2. Frequently Asked Questions document
3. Draft Syllabus
4. Draft Instructor Course Content document
5. Course Background and Implementation Plan document



On pg 45 immediately after ~~Student~~ Study Abroad

Service Learning

Courses that have been officially recognized as including service-learning within their curriculum are designated with the letter “S” following the course prefix and number. Service-learning is defined as:

An academic experiential educational method in which students participate in an organized service activity that meets identified community needs and reflects on the service activity in such a way as to:

- gain further understanding of course content,
- develop critical thinking skills, and
- develop an enhanced sense of civic responsibility

Students will be required to participate in at least 5 hours of ~~Community~~ community service per credit hour of course credit.

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Service Learning/Civic Engagement

Eastern Kentucky University is a member of the American

Service Learning

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- gain further understanding of course content,
- develop critical thinking skills, and
- develop an enhanced sense of civic responsibility
-

Students will be required to participate in at least 5 hours of ~~Community~~ community service per credit hour of course credit.

Eastern Kentucky University is also a member of Campus Compact which advances the public purposes of

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	University Programs
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	GSD 101
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	FOUNDATIONS OF LEARNING
<input type="checkbox"/> New Program (Part III)	*Program Title	NA
<input type="checkbox"/> Program Revision (Part III)	(Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	January 7, 2008	Graduate Council*	N/A
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	January 7, 2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	01/17/2007
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	N/A	Board of Regents**	N/A
		Council on Postsecondary Edu.***	N/A

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
As stipulated in the EKU QEP, a new three-credit-hour first-year course will be developed to "aid in the transition to college.....provide foundation knowledge and skills in critical and creative thinking... and integrate the development of problem-solving skills into both the student's academic and social life". The course has been designed as a pilot based on national research and best practices for up to 500 freshman/20 sections.

A. 2. Effective date: (Example: Fall 2001)
Fall 2008

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
NA

B. The justification for this action:
To begin implementing the EKU QEP. A new three-credit-hour course is one of the major campus-wide QEP program initiatives.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: Approximately \$34,680 for 20 instructors for two additional credit hours (above the existing one-credit-hour Academic Orientation course---\$867/credit hour x 40 credit hours)

Operating Expenses Impact: This is covered in University Programs existing budget

Equipment/Physical Facility Needs:

Library Resources:

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

GSD 101 Foundations of Learning. (3) I, II.

A course to promote student success and lay the foundation for critical and creative thinking across the curriculum. Open to all first year students with fewer than 30 semester hours earned. Credit will not be awarded to students who have credit for ASO 100, BTO 100, EDO 100. GSO 100, HSO 100, or JSO 100.

Part IV. Recording Data for New or Revised Course (Record only **new** or **changed** course information.)

Course prefix (3 letters) GSD	Course Number (3 Digits) 101	Effective Term (Example: Fall 2001) FALL 2008	College/Division: AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	Dept. (4 letters)*
Credit Hrs. 3	Weekly Contact Hrs. Lecture <u>3</u> Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type* (List all applicable) 1	Work Load (for each schedule type) 3	Grading Mode* N	Cip Code (first two digits only) Class Restriction, if any: (undergraduate only) FR <u>X</u> JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	Restricted to first-year students entering EKU with 30 or less credit hours.
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	ASO 100, BTO 100, EDO 100, GSO 100, HSO 100, JSO 100
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

DRAFT
COURSE SYLLABUS
FOUNDATIONS FOR LEARNING
The Gateway to Critical & Creative Thinking and Student Success at ECU
(Course Prefix & Number to be inserted here)
Three Credit Hours
Fall 2008

Instructor:

Class Days & Times:

Office Location:

Class Location:

Office Hours:

Section CRN#:

Phone:

E-mail:

Course Description:

A course to promote student success and lay the foundation for critical and creative thinking across the curriculum. Open to all first year students with fewer than 30 semester hours earned. Students will earn three credit hours towards graduation, one credit hour fulfilling the ECU Academic Orientation course requirement and two credit hours of electives.

Course Purpose:

The purpose of *Foundations for Learning* is to serve as an introduction to the college experience where first-year students build skills, competencies, and values reflective of an educated individual. The course is designed to promote the students' successful skills for college and life and facilitate adjustment to the college environment. *Foundations for Learning* is intended to develop learners holistically through activities that promote personal, intellectual, emotional, social, physical, and vocational development. In addition this course will develop communication skills and enhance critical and creative thinking skills. It is expected that the learner will become more fully engaged in the learning process and ECU community through this course.

Course Goals:

GOAL 1: Provide a foundation for understanding a liberal education and preparing for college level work.

GOAL 2: Provide foundational knowledge and skills in critical and creative thinking.

GOAL 3: Promote transition to college and life-long learning.

GOAL 4: Promote an understanding of personal and social responsibilities related to global and local communities.

Student Learning Objectives:

As a result of the course, students will be able to:

- SLO 1: Articulate how ECU's General Education Program contributes to being a liberally-educated person.
- SLO 2: Articulate what it means to be a critical and creative thinker.
- SLO 3: Construct good arguments and recognize and evaluate arguments related to a class topic.
- SLO 4: Demonstrate the ability to find, evaluate & use information, utilizing technology and library resources.
- SLO 5: Identify academic resources and support services important for academic success.
- SLO 6: Identify and articulate individual learning style and abilities.
- SLO 7: Engage in activities that promote connection to the university.
- SLO 8: Develop and articulate academic and life goals.
- SLO 9: Articulate the value of diverse perspectives.

Course Overview:

In this course, you will be asked to take an active role in your educational development, such as participating in classroom discussions, attending campus events, online readings, writing projects and presentations as assigned. You will be asked to interact with peers, faculty, staff, campus organizations, and the community. To attain the goals of *Foundations for Learning*, you will integrate the following skills:

- *Reading and Writing* – the text and other assigned readings which may include books, journal articles, newspapers and/or magazines
- *Processing Information* – collecting, organizing and evaluating data
- *Self-Actualization* – through a series of activities, understanding who I am, how I interpret the world around me, and where am I going
- *Problem Solving* – incorporating steps that reduce levels of stress, conflict and course management
- *Time Management* – maintaining and monitoring the use of time to minimize stress and maximize success
- *Teamwork* – understanding the principles of completing tasks and projects as a group where everyone plays an integral part in the final project
- *Critical Thinking* – utilizing the principles of knowledge, modeling, reasoning, synthesizing, analyzing and creativity to work through problems and projects
- *Technology and Communication* – preparing projects and activities that utilize technology to develop written assignments and presentations

In this course, it is expected that you will develop your critical thinking¹ skills and your creative thinking² skills by:

- Exploring and using relevant information in order to gain knowledge and solve problems;
- Evaluating information and ideas using appropriate methods;
- Expanding (developing) and generating your own ideas and;
- Expressing a point of view, developing it with awareness of alternatives.

More explicitly, you will employ these higher level thinking skills:

- **Comprehension:** to work towards clearly identifying main issues/concepts/problems as well as subsidiary and implicit aspects.
- **Identification of Evidence:** to work towards retrieving, organizing, and assessing sufficient and relevant information or evidence.
- **Recognition of Perspectives:** to work towards addressing multiple perspectives including diverse perspectives drawn from outside sources.
- **Application and Analysis:** to work towards applying relevant concepts/theories creatively in different contexts.
- **Interpretation and Evaluation:** to work towards establishing a conclusive position, interpretation, or assessment through the development of a cogent line of reasoning; fully discussing implications and consequences.
- **Synthesis:** to work towards fully synthesizing relevant information, meaningful concepts, and important principles in a creative manner.

¹ EKU defines critical thinking as a dynamic process and not just an outcome. Learners are active participants in intellectual pursuits who ask questions and are motivated to seek information. The most fundamental and powerful characteristics of critical thinking are a well defined methodology, self-awareness, assessment, and transferability. *Methodology:* The critical thinker employs a well-defined process with a purpose in mind. *Self-Awareness:* The critical thinker is metacognitive, conscious of the methodology. *Assessment:* The critical thinker judges the results of the methodology's use. *Transferability:* The critical thinker can apply the methodology to various situations, problems, questions, and bodies of information.

² EKU defines creative thinking as interconnected with critical thinking and that critical and creative thinking serve to compliment one another. The most fundamental and powerful characteristic of creative thinking is a well-defined method which produces a result that is significant and original. *Methodology:* The creative thinker employs a well-defined process with a purpose in mind. *Significance:* The creative thinker demonstrates the highest cognitive domain. *Originality:* The creative thinker arrives at something new. *Result:* The creative thinker produces something.

Textbook/Learning Materials:

- Cuseo, J. B., Sox Fecas, V. and Thompson, A. (2007). *Thriving in College and Beyond: Research-Based Strategies for Academic Success & Personal Development*. Dubuque: Kendall/Hunt Publishing Company.
- Student Planner (provided at ECU New Student Days or available for purchase at Bookstore)
- *ECU Reads* Summer Reading Book, provided at spring/summer Orientation/Registration
- *2008-09 ECU Undergraduate Catalog*
- BlackBoard: <http://learn.ecu.edu/webapps/portal/frameset.jsp> (Check announcements and homework assignments on BlackBoard)
- Online Resources:
 - ECU Student Handbook
 - ECU Colonel's Compass

Course Requirements & Policies:

1. You are responsible for your own learning and education. All work submitted by you must be your own.
2. Attend all class meetings, phoning or e-mailing **in advance** when an absence cannot be avoided.
3. Arrive to class on time. If you are late for class or leave early you may be considered absent.
4. No make-up assignments will be provided. If you are absent from class you are expected to obtain any class information missed.
5. Respect and abide by all mutually agreed upon aspects of classroom decorum.
6. Turn off all cell phones, pagers, two-way radios and music devices prior to the start of class.
7. Actively participate in classroom activities and discussions.
8. Establish and regularly monitor an ECU e-mail account in order to have access to campus computers, e-mail and BlackBoard course support software.
9. Complete all assignments, final essay, and all exams.
10. Assignments more than one-week late will not be accepted. Assignments less than one-week late will be accepted but will be penalized.
11. Assignments are due at the beginning of the class.
12. All writing assignments must be double spaced, 12 point with Times New Roman font (or a similar font), and one-inch margins.

Evaluation & Grading:

Attendance and Participation

Students are expected to attend class and actively participate in all aspects of the learning process. This includes class discussions, written work, and class activities. National and local studies have shown a direct correlation between attendance and grade performance. This is particularly important in the *Foundations for Learning* course where learning takes place through classroom activities and group interaction. Students who miss XX more classes will limit the points earned for their attendance and participation. Students are encouraged to maximize their University experience by attending all classes. When an absence is unavoidable, prior contact with the instructor is required whenever possible. **ABSENCES WITHOUT PRIOR NOTICE OR WRITTEN DOCUMENTATION WILL BE CONSIDERED UNEXCUSED ABSENCES. EVERY FOUR (4) UNEXCUSED ABSENCES WILL DROP YOUR FINAL GRADE BY ONE LETTER GRADE.**

Tests

There will be three major tests during the semester, each worth 100 points.

Quizzes & Reaction Papers

There will be 20 quizzes or reaction papers over the text to test your knowledge of the reading material and/or concepts learned throughout the semester.

Term Paper

You will submit a 1,000 word essay on the topic *My Life Plan: What made me who I am? Who am I now? Where am I going?*. The course BlackBoard site will explain in details, but generally the paper will address your:

1. Major influences on your development, perspectives and aspirations up to this point in your life
2. Personality style and your areas for personal growth and development
3. Strategies for promoting your learning style to your fullest advantage
4. Academic, social, professional, personal goals
5. Potential career goals
6. Thoughts on what it means to be a civically engaged individual

Out-of-Class Experiences

You must attend a minimum of eight out-of-class activities or events on campus and submit a one page, typewritten, double-spaced reaction paper on each. These will be submitted via Blackboard. The event chosen may be a cultural event (such as a music, dance or theatric performance), an academic event (such as study skills workshop or lecture series) or can be any general type of event (such as an athletic event, club meeting, SGA meeting, etc.) and selected from the course BlackBoard site. Check with your instructor for approval if you have questions.

Homework

Homework assignments may be required to be handed in after an assigned reading. The submitted homework must be typed.

Team Projects (Oral Presentations)

Foundations for Learning incorporates group learning and, therefore, team projects will be required for the course. Each team will be comprised of three or four students. The members of a team are asked to work collaboratively, sharing duties and responsibilities. Class presentations will be approximately 8-12 minutes per team will require the team members to produce a handout, use visual aids and to cite referenced readings. Your team will be instructing the class for selected course topics. More information on the team projects will be given out and discussed later in the course. All topics will be developed in collaboration with the instructor.

Presentations will be evaluated using the following guidelines:

- Content is presented in a clear and understandable manner.
- All members of the team interact with their peers and the professor to answer questions in an appropriate and correct manner.
- The team utilizes technology, articles, audio/visuals, statistics, etc. to support and present ideas.

Journals (Pause for Reflection items in the text chapters)

You must submit response papers that are a minimum of one page, double-spaced and typewritten. These will be submitted via BlackBoard. These "reflective writings" will be compiled online as a journal. Your entries should demonstrate considerable reflection and thought. Journal prompts will be found on your BlackBoard site and/or the "Pause for Reflection" segments of your text chapters. Entries for a particular week are due by the next class. You must think deeply about the issues presented in the course. Studies show that first-year students who write in a journal cope more effectively with stress and are healthier than those who do not. This journal will give you an outlet to reflect on your evolving college experience.

Grading:

<u>Value of class requirements:</u>	<u>Points Possible:</u>	<u>Points = Grade</u>	<u>Grade Points</u>
2 Tests (100 points x 2)	200	900 – 1000 pts. (90-100%) = A	4.0
20 reading quizzes or reaction papers	100	800 – 899 pts. (80-89%) = B	3.0
8 Out-of-Class Experiences	120	700 – 799 pts. (70-79%) = C	2.0
23 Homework Assignments (10 points each)	230	600 – 699 pts. (60-69%) = D	1.0
1 Term Paper	125	< 600 pts. (< 60%) = F	0.0
1 In-class Presentation	125		
1 Final Exam	<u>100</u>		
TOTAL	1,000	Mid-term grades will be available through EKUDirect on _____ (date).	

Plagiarism and Academic Honesty:

Students are advised that ECU's Academic Integrity policy will strictly be enforced in this course. Each student is expected to do his or her own work. Cheating will not be tolerated. Doing so could impact your grade for an assignment or your final grade for the course. The Academic Integrity policy is available at www.academicintegrity.ecu.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Students With Disabilities:

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disserv@ecu.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternate forms.

**DRAFT—TENTATIVE COURSE OUTLINE FOR INSTRUCTOR USE—DRAFT
FOUNDATIONS FOR LEARNING (GSD 101) PILOT COURSE—FALL 2008**

Text: Thriving in College & Beyond (TiC), 2007, Cuseo, et.al.

The following chart demonstrates sample assignments and classroom activities to address student learning objectives of the *Foundations for Learning* pilot course for Fall 2008 implementation. As described in the syllabus, student grades will be determined through a variety of activities and assignments including attendance & participation, quizzes & tests, writing assignments (journals, reaction papers, interview papers, term paper), team project, and student portfolio. The course level assessment will be implemented by the *Foundations for Learning Assessment Team*, members of the *Instructor Learning Community (ILC)*, members of the *Co-Curricular Advisory Group* and the OEP Assessment Coordinator who will develop and score the course assessment elements, using student written assignments, quizzes and tests, to see if student learning objectives are being met, making recommendations to the ILC for changes to the course. Specific measures will be evaluated to determine the effectiveness of the course on meeting the course objectives, particularly in regard to critical and creative thinking. This chart is meant to serve as an initial draft guide for course implementation and assessment. The ILC, in collaboration with its advisory groups will determine the final elements of this plan in Spring/Summer 2008. Please see Background and Implementation Plan document for further clarification.

Key: Italics indicates critical and/or creative thinking activities

Powerful Principle of Student Success & Strategic Learning, Chapters 1 and 4 of <u>TiC</u>				
Relates to Course Goal 1 and Student Learning Objectives 5 & 6				
Week #	Students will be able to:	Suggested Course Level Assessment Measure	Sample Classroom Activities	Sample Assignments
1-2	<ul style="list-style-type: none"> • Employ one note-taking and reading style not used before. • Compare a positive learning experience with a negative one. • Compare and contrast instructional strategies that promote your individual learning styles. • Demonstrate the use of at least three different techniques that can be used to enhance academic performance. • Identify key university resources & support services 	Term Paper ⁽¹⁾ Journal Assignments Test 1 ⁽²⁾	<ul style="list-style-type: none"> • <i>Brainstorm qualities of the best learning experience you've ever had.</i> • Learning style inventory • <i>Group activity: Present students with various learning scenarios. In groups, students strategize approaches to optimize learning in the given scenario</i> • Invite resource representatives to class as guest speakers 	Reading: <i>TiC... Ch. 1 & 4; ECU Reads Book</i> <ul style="list-style-type: none"> • <i>Trouble-Shoot the Syllabus Assignment</i> • Study plan—copy pages of planner • Respond to the "Pause for Reflection" items on p.p. 122, 125, 126 and 136. • <i>Self-Assessment of Learning Strategies & Habits Worksheet.</i> p. 143 • Interview support service staff
Higher Order Thinking Skills, Chapter 6 of <u>TiC</u>				
Relates to Course Goal 2 and Student Learning Objectives 2, 3 & 4				
Week #	Students will be able to:	Suggested Course Level Assessment Measure	Sample Classroom Activities	Sample Assignments
3-5	<ul style="list-style-type: none"> • Define critical and creative thinking. • Demonstrate an understanding of the major components of higher order thinking skills including analysis, synthesis, taking multiple perspectives, evaluating resource materials 	Journal Assignments Test 1 ⁽²⁾	<ul style="list-style-type: none"> • <i>Research Issue Critical Thinking Activity</i> • <i>What makes me unique relative to others in my personal universe? Brainstorming Activity</i> • <i>Deductive & Inductive Reasoning Activity</i> 	Reading: <i>TiC ..., Ch. 6; ECU Reads Book</i> <ul style="list-style-type: none"> • Assign Term Paper • <i>Questions for Stimulating Difference Forms of Higher Level Thinking Pause for Reflection</i>

	<p>and employing brainstorming techniques.</p> <ul style="list-style-type: none"> • Employ multiple higher order thinking skills to reach a resolution about a personal life situation (career decisions, roommate situation, etc). • Identify a strategy to adapt to a difficult learning situation. • Construct good arguments and recognize and evaluate good and bad arguments related to a class topic. • Articulate what it means to be a critical and creative thinker. 	<p>Term paper ⁽¹⁾</p>		<p><i>Assignment</i></p> <ul style="list-style-type: none"> • Complete the four library online tutorials and then take the quiz. . • <i>Complete worksheet on higher level thinking skills applied to hypothetical political situation</i> • <i>EKU Reads Question Sheet</i> • <i>BB Discussion Board activity to promote multidimensional (dialogic) thinking.</i>
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**Health & Wellness, Mental & Spiritual Dimensions, Chapter 13 of TiC
Relates to Course Goal 1 & 3 and Student Learning Objectives 5**

Week #	Students will be able to:	Suggested Course Level Assessment Measure	Sample Classroom Activities	Sample Assignments
6	<ul style="list-style-type: none"> • Identify their biggest concerns. • Identify two coping skills/mechanisms for stress management. • Describe responsible drug/alcohol use • Identify official statement about contracting and passing HIV/AIDS and STDs. 	<p>Test 2 ⁽³⁾</p> <p>Journal Assignments</p>	<ul style="list-style-type: none"> • Student Stress Scale & Activity • Administer Test 1 ⁽¹⁾ 	<p>Reading: <i>TiC ...</i>, Ch. 13</p> <ul style="list-style-type: none"> • Alcohol 101/STDs Guest Presentation • Author of <i>EKU Reads</i> book • Campus Involvement assignment and reflection • <i>Journal Assignment: Reflect on biggest stress issues & identify two coping skills for managing them.</i>

**Research, Writing, and Speaking, Chapter 7 of TiC
Relates to Course Goal 1 & 2 and Student Learning Objectives 2, 3, & 4**

Week #	Students will be able to:	Suggested Course Level Assessment Measure	Sample Classroom Activities	Sample Assignments
7-8	<ul style="list-style-type: none"> • Use library resources to answer a research question • Demonstrate the ability to find, evaluate & use information utilizing library resources. 	<p>Test 2 ⁽³⁾</p> <p>Term Paper ⁽¹⁾</p>	<ul style="list-style-type: none"> • <i>Identify Research Question</i> • <i>Library resources and search tools</i> • <i>Applying higher level thinking</i> 	<p>Reading: <i>TiC ...</i>, Ch. 7</p> <ul style="list-style-type: none"> • MBTI • <i>Term Paper Assignment ⁽¹⁾</i>

Educational Planning & Decision Making and Finding a Path to Your Future Profession, Chapters 3 & 9 of <u>TiC</u> Relates to Course Goal 1, 2 & 3 and Student Learning Objectives 3 & 8				
Week #	Students will be able to:	Suggested Course Level Assessment Measure	Sample Classroom Activities	Sample Assignments
9	<ul style="list-style-type: none"> Develop & articulate academic & life goals. Identify 2 majors and 5 career options for each of those majors Develop an action plan for next semester and sophomore year using the Cares Report and/or the Undergraduate Catalog Identify rules, regulations, policies and procedures of the university specifically related to freshman, sophomore, junior and/or senior academic levels 	Term Paper ⁽¹⁾ Test 2 ⁽³⁾	<ul style="list-style-type: none"> Identification of important policy and procedure resources (UG catalog, Colonel's Compass, Student planner, departmental websites) <i>Career planning & choosing a major</i> Academic policies and regulations General education requirements Expectations of advisors & advisees <i>CARES Reports Interpretation</i> Navigating the ECU website small group activity CARES Report Quiz <i>Interpret MBTI</i> 	Reading: <i>TiC ...</i> , Ch. 3 & 9 <ul style="list-style-type: none"> Complete Major Research.Planning Worksheet 10.19.07.doc Complete inventory at www.mymajors.com, print results <i>Respond to the "Personal Interests," Personal Abilities," and "Personal Values" prompts on p.p. 83-84. Bring to class.</i> <i>Complete "What Makes Me Unique" research assignment, using library resources.</i> Complete Course Schedule Advising Preparation Worksheet.doc Attend Major Expo Major Core Course Requirement Assignment, pg. 101-103.
The Value of a Liberal Arts and General Education, Chapter 2 of <u>TiC</u> Relates to Course Goal 1 and Student Learning Objectives 1 & 7				
Week #	Students will be able to:	Suggested Course Level Assessment Measure	Sample Classroom Activities	Sample Assignments
10	<ul style="list-style-type: none"> Describe the academic disciplines that comprise the liberal arts and sciences. Define the purpose of general education. Articulate how ECU's General Education program contributes to being a liberally-educated person. Identify the differences between general education and specific major requirements for a select major. Describe different types of civic engagement. Identify opportunities to become involved in service to the community 	Test 2 ⁽³⁾ Journal Assignments	<ul style="list-style-type: none"> Exercise for Promoting Student Awareness that Liberal-Arts Skills are Career-Relevant Skills <i>The Lifeline Exercise: Helping Students Discover that a College Education is not only Preparation for a Career, but Preparation for Life</i> Panel Presentation by Faculty Representing Different Academic Disciplines User-Friendly Checklists of General Education Requirements 	Reading: <i>TiC ...</i> , Ch. 2 <ul style="list-style-type: none"> Liberal Arts Education-Planning Form, TiC pgs. 70-72 <i>Identify specific general education and/or specific major requirements for a select major using the Cares Report, the Undergraduate Catalog and/or the Curriculum Guide</i> Attend an ECU academic or cultural event and reflect upon the purpose, etc. <i>Journal Assignment: Reflect on how ECU's GE program contributes to being a liberally-</i>

			<ul style="list-style-type: none"> • <i>Class/small group discussion of general education purposes.</i> • Quiz • Relationship between civic engagement & applied CCT. 	<p><i>educated person. Describe how GE requirements are different from major requirements.</i></p> <ul style="list-style-type: none"> • Research definition of civic engagement • <i>Apply higher-level thinking skills to a simulated political dilemma.</i>
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**Improving Memory & Test Performance, Chapter 5 of TiC in College & Beyond
Relates to Course Goal 1 & 3 and Student Learning Objectives 5 & 6**

Week #	Students will be able to:	Suggested Course Level Assessment Measure	Sample Classroom Activities	Sample Assignments
11	<ul style="list-style-type: none"> • Demonstrate the ability to use several techniques for recalling what they have learned • Employ a variety of strategies for approaching different types of test questions • Know what to do before, during and after tests 	Test 3 ⁴	<ul style="list-style-type: none"> • Personal "experiment" demonstrating the power of short, but frequent study sessions • Small group activity to create various memory tools to recall various kinds of information (acrostics, rhyming, etc.) • Guest presentation on dietary, sleep impacts on memory function 	<p>Reading: <i>TiC ...</i>, Ch. 5</p> <ul style="list-style-type: none"> • Complete all "Pause for Reflections" in Ch. 5 • Complete worksheet based on guest presentation

**Managing Time & Money, Chapter 10 TiC
Relates to Course Goal 3 and Student Learning Objectives 5, 6, and 8**

Week #	Students will be able to:	Suggested Course Level Assessment Measure	Sample Classroom Activities	Sample Assignments
12-13	<ul style="list-style-type: none"> • Develop a weekly time plan with established study times. • Analyze their time demands. • Utilize a planner to manage their time. • Utilize a tool for prioritizing their time demands. • Create a personal budget. • Identify a money management strategy. • Demonstrate an understanding of basic credit card terminology; e.g., APR, transaction fees, "teaser" rates, etc. 	<p>Term Paper ⁽¹⁾</p> <p>Journal Assignments</p> <p>Quiz</p> <p>Test 3 ⁽⁴⁾</p>	<ul style="list-style-type: none"> • One-Minute Paper on Time Demands • <i>Analyze syllabi to determine time-critical events (term papers, tests, etc.).</i> • Insert dates in planner and "back plan" a starting point to begin preparing for the event • Establish a weekly time plan with established study times • <i>Log and then evaluate how they spend 168 hours in a typical week</i> <ul style="list-style-type: none"> • Weekly Time Plan • <i>Covey's 4 Quadrants Worksheet</i> • Give points for planner • Personal Budget Homework 	<p>Reading: <i>TiC...</i> Ch. 10</p> <ul style="list-style-type: none"> • Complete weekly time plan. • <i>Complete Covey's Quadrants worksheet: Covey's Quadrants new.doc</i> • <i>Complete "Pause for Reflections" on Strategies for Managing Money Effectively p.p. 334 – 347.</i> • <i>Complete Financial Self-Awareness worksheet on p.p. 351-352.</i> • Develop personal budget.

			<ul style="list-style-type: none"> • Credit card terminology Quiz • Administer Test 2 ⁽³⁾ 	
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Appreciating The Value Of Human Differences, Chapter 8 of TiC
Relates to Course Goal 4 and Student Learning Objectives 9

Week #	Students will be able to:	Suggested Course Level Assessment Measure	Sample Classroom Activities	Sample Assignments
14	<ul style="list-style-type: none"> • Articulate a specific example about the value of different perspectives • Demonstrate an awareness of and a greater willingness to consider a wide range of ideas, attitudes, biases and behaviors regarding social, ethnic/racial, and gender/sexual diversity 	Journal Assignments Test 3 ⁽⁴⁾	<ul style="list-style-type: none"> • Film "How Biased are You" • In-class reading: <i>Guests of the Sheik</i> • <i>Structured Reflection on cultural event</i> • From TiC IM: • Sharing personal histories. • Guest panel of speakers on diverse perspectives. • Interview people from diverse backgrounds. • Team Building Activities 	Reading: <i>TiC ...</i> , Ch. 8 <ul style="list-style-type: none"> • All <i>Pause for Reflection</i> items from Chapter 8 • <i>Diversity Self-Awareness worksheet</i> on p. 281 • Attend cultural event • Articulate how one's perspective influences future thoughts, attitudes and actions (students must choose a perspective different from their own)

Interpersonal Relationships, Chapter 11 of TiC
Relates to Course Goal 1 & 3 and Student Learning Objectives 5, 6, 8

Week #	Students will be able to:	Suggested Course Level Assessment Measure	Sample Classroom Activities	Sample Assignments
15	<ul style="list-style-type: none"> • Articulate their personality style based on personality inventory • Identify 2 ways to solve problems related to faculty/roommate/relationship conflicts or challenges • Identify areas of interest, strengths & weaknesses. • Strategies to develop appropriate relationship boundaries with faculty/staff, roommates, family/friends • Identify conflict management strategies 	Term Paper ⁽¹⁾ Test 3 ⁽⁴⁾	<ul style="list-style-type: none"> • Discuss problem solving process to resolve relationship challenges • <i>MBTI Interpretation</i> • Review conflict management strategies • <i>Oral presentations</i> 	Reading: <i>TiC ...</i> , Ch. 11 <ul style="list-style-type: none"> • Conflict management exercises • <i>Complete all "Pause for Reflections" in Ch. 11</i>

Thriving in College & Beyond, Epilogue				
Relates to Course Goal 1,3, 4 and Student Learning Objectives 7				
Week #	Students will be able to:	Suggested Course Level Assessment Measure	Sample Classroom Activities	Sample Assignments
16	<ul style="list-style-type: none"> Reflect on their campus involvement over the semester 	Test 3 ⁽⁴⁾ Term Paper ⁽¹⁾ Journal Assignments	<ul style="list-style-type: none"> <i>Final Oral presentations</i> 	Reading: <i>TiC ...</i> , Epilogue, pages 455-463 <ul style="list-style-type: none"> Journal Assignment: Reflect on your ECU experience over the last semester. What connections did you make? What did you learn most about yourself? What are your next steps for your life success?
Finals Week			<ul style="list-style-type: none"> Administer Test 3 	

¹ Term Paper: Who am I? What do I do now? Where am I going?

² Test 1: Chapters 1, 4 & 6 and to include items pertaining to ECU academic resources and support services, individual learning style, academic strategies

³ Test 2: Chapters 2,3, 7, 9; the ECU Undergraduate Catalog and CARES Report; and items pertaining to responsible drug/alcohol use, official statement about contracting and passing HIV/AIDS and STDs; library utilization, university regulations, policies and procedures, liberal and general education.

⁴ Test 3: Chapters 5, 8, 10 & 11; MBTI assessment; guest presentation, final reflection.

DRAFT--FREQUENTLY ASKED QUESTIONS ABOUT THE NEW FIRST YEAR COURSE PILOT FOR FALL 2008

What is the purpose of the new first year course? To fulfill one major component of the ECU Quality Enhance Plan (QEP); to begin orienting students to foundational knowledge and skills in critical and creative thinking; and to increase student success and retention.

How will you know if the course has met its purpose? With a carefully planned assessment process by a dedicated team of faculty & staff who will carefully examine several measures of course-level outcomes and program-level outcomes (such as increased student success and retention).

Why three-credit-hours? To provide sufficient class contact time, breadth of coverage, and comparability with other courses in the college curriculum, aligning with successful national models.

Who developed the course and how? A committee of faculty, staff and retention experts who used heavily researched national best practices.

Who will take the course? First-year, first-time students who are entering ECU with 30 or less academic credits who desire to take the course to fulfill their Academic Orientation requirement.

Who will teach the course? Instructors who are enthusiastic about teaching first-year students and have a particular interest in teaching the course, with a minimum of 50% being tenure-track faculty and the remainder being professional staff, with no more than 10% adjunct faculty.

What compensation will instructors receive? Instructor pay commensurate with ECU policy and procedures.

Will it cost my academic department if I teach the course? Academic departments will be reimbursed for reassigned time.

What about FTE's? Course credit will be credited to the academic department in which the instructor is affiliated. Credit will be assigned to the instructor's academic department.

What professional development opportunities will be provided? Course development and assessment assistance will be provided and required of the *Instructor Learning Community*.

Who will administer the course? The Office of the Dean of University Programs, with assistance from two faculty and co-curricular oversight/advisory groups.

Will the course fulfill the currently required one-credit-hour Academic Orientation course? Yes.

Why does the course need to begin in Fall 2008? To have time to assess its effectiveness of meeting the objectives of the QEP over the next four years when we have to report to SACS.

How many sections will be offered in Fall 2008? Up to 20 section, with no more than 500 students.

DRAFT
BACKGROUND AND IMPLEMENTATION PLAN FOR A NEW
FIRST-YEAR COURSE—A QEP INITIATIVE
Foundations for Learning (3-credit-hours)
Serving as the Gateway to Critical and Creative Thinking
and Student Success at ECU

Background/Introduction

The focus of ECU's Quality Enhancement Plan (QEP), approved by SACS in late 2007, is to "develop critical and creative thinkers who can communicate effectively." One of the stated campus-wide program initiatives is to *develop an effective first-year course that will aid in the transition to college....provide foundation knowledge and skills in critical and creative thinking.... and integrate the development of problem-solving skills into both the student's academic and social life.* It is essential that this QEP initiative begin in Fall 2008 in order to have time to assess its effectiveness toward meeting the objectives of the QEP over the next four years. It is proposed that the course be implemented in Fall 2008 as a pilot project with up to 20 sections for first-year, first-time students who are entering ECU with 30 or less academic credits. In alignment with the QEP, the course is intended to become required of all first-year students, eventually replacing the one-credit-hour Academic Orientation course.

Foundations for Learning is being developed based on heavily researched national best practices. According to the National Resource Center for the First Year Experience and Students in Transition (2007) 85% of institutions surveyed offer a First-Year Seminar (FYS) course. It is one of the most heavily and routinely researched and evaluated courses in the nation over the last 20-plus years.

Foundations for Learning is being designed to facilitate first-year students' adjustment to the college environment and to promote successful skills for college and life through a combination of curricular and co-curricular learning activities. It is intended to develop learners holistically through activities that promote personal, intellectual, emotional, social, physical, and vocational development and enhance critical and creative thinking skills that promote life-long learning.

The new *Foundations for Learning* course is designed to serve as a gateway to higher level learning and aligns with the ECU General Education program, promoting "learning that is central to the intellectual pursuits associated with our educational programs....(enabling) students to make informed choices about matters of public and personal significance in a diverse, democratic society and global community." The intended outcome is that students will be better prepared for all college coursework after completing the course successfully. It is expected that the learner will become more fully engaged in the ECU community and the learning process through this course, a specific goal for improved retention.

Secondary Function of the Course—To Improve ECU First-to-Second Year Retention Rates

The new multi-purpose *Foundations for Learning* course will promote student learning and success while addressing low first-to-second-year retention rates. ECU is focused on improving retention and graduation rates. It is well-documented that a carefully designed and implemented first-year course will improve student retention. According to Cuseo (2007), who has synthesized numerous collections of research on student success and retention, there is probably "more compelling and empirical evidence gathered for the first-year seminar than any other course in the history of higher education." Numerous studies using various research methods (e.g., Barefoot, 1993; Fidler, 1994; Gardner, 1998; Tobolwski, 2005; Sidle & McReynolds, 1999), have demonstrated the effectiveness of the first-year seminar on improved student success on many levels, including increased college persistence and graduation rates.

The preliminary results of the 2006 survey by the National Research Center for the First-Year Experience and Students in Transition (2007) indicated that 43% of the schools surveyed reported an increased persistence rate to the sophomore year. Additional positive outcomes were reported for improved peer connections, increased student satisfaction with institution, among other things.

EKU First-Year Student Needs

The following overviews EKU's first-year students' needs based on information provided by the ECU Counseling Center, ECU Institutional Research Office, and other related data.

Per the Mental Health Needs Survey conducted by the ECU Counseling Center in 2004, the following are the top concerns reported. See Attachment A for the complete survey.

ITEMS		Extent to Which It Concerns you	Extent to Which it Affects Grades
		(Much, very much or all of the time)	
Study Habits or Time Management.	1	80.9%	79.5%
Procrastination/Getting Motivated	2	78.8%	75.1%
Academic Pressures	3	77.9%	70.8%
Stress	4	73.2%	64.6%
Test Anxiety	5	70.8%	69.8%
Decision Making	6	67.3%	53.9%
Job market info for various majors.	7	65.9%	37.4%
Identifying interests/abilities/skills/work values	8	64.9%	51.3%
Problems Concentrating	9	63.0%	62.3%
Worrying Too Much	10	61.3%	54.0%
General Occupational Information	11	60.0%	36.6%
Choosing/Changing a Major	12	56.6%	42.4%
Financial Difficulties	13	53.9%	39.0%
Perfectionism	14	52.9%	46.3%
Anxiety or Tension	15	52.6%	54.0%
Math Anxiety	16	50.8%	48.9%
Sleep Problems	17	50.7%	48.0%

Attachment B demonstrates the many challenges confronted by ECU first-year students, as collected from national surveys such as the NSSE and CIRP tools. Please see the attachment for the types of issues ECU first-year students report. Attachment C highlights some ECU student needs extrapolated from the 2006/07 ECU Fact Book and ECU Institutional Research Office, including current ACT, Pre-College Curriculum, and developmental placements of ECU first-year students.

Common Core Curriculum

The purpose of *Foundations for Learning* is to serve as a gateway course for first-year students to build skills, competencies, and values for becoming an educated person through a common core curriculum in which all students have a common learning experience. In his review of the literature on first-year courses, Cuseo (in press) states "30.4% of colleges and universities offering a holistic first-year seminar report that one of their most important course objectives is to "create a common first-year experience."

At this time, the existing ECU Academic Orientation course lacks a consistently implemented core curriculum. Students' experiences in their Academic Orientation courses vary greatly. To promote the goals of the ECU QEP, we need a well-structured, comprehensive and common course to introduce students to critical and creative thinking. Also, a common core curriculum will assist retention efforts. Cuseo (2000) emphasizes "When students have a common classroom experience that is focused on and concurrent with a commonly experienced life transition, the personal meaning and significance of the classroom experience is augmented. The classroom becomes a supportive sanctuary for student reflection and dialogue about this common life experience,serving to promote the feeling of being a member of the same community and the feeling that "we're all in this together." Such commonality has the potential to create a collective energy and synergy that can multiply the course's positive effects." Since building community is a cornerstone of increasing retention, the common core curriculum can help accomplish that goal.

The pilot *Foundations for Learning* course is being developed with 80-85% common core elements (topics), allowing for academic freedom—personal choice and autonomy for course instructors with up to 20% of the course. This will allow for individuality and creativity with respect to how instructors demonstrate the content, what instructional methods they use, and how they assess or evaluate student learning of the content within certain parameters specifically related to the ECU QEP.

Three-Credit-Hours

Foundations for Learning is designed as a three-credit-hour course to ensure sufficient class contact time, breadth of coverage, and comparability with other courses in the college curriculum. For Fall 2008, the course will fulfill the university-required one-credit-hour Academic Orientation course in addition to providing two hours of elective credit. FYS research shows that there is a strong positive correlation between FYS credit hours and positive outcomes (Cuseo, 2000). There are several conceptual arguments in favor of FYS carrying three credit hours including greater breadth and depth of content and skill development; development of social-emotional ties between students, peers and instructors; less need to rely on lecture format; and giving the course more credibility by aligning the credit hours and contribution to GPA with other 3-credit college courses.

Specific Course Goals and Learning Objectives:

Four broad, student-centered course goals have been identified along with nine encompassing student learning objectives to meet the needs of ECU first-year students and to ensure a common learning experience. These course goals and student learning outcomes are congruent with national models for FYS courses. The National Resource Center survey (2007) found that the top five most frequently reported topics for the course include: study skills, critical thinking, campus resources academic planning/advising, and time management.

EKU Foundations for Learning Course Goals

GOAL 1: Provide a foundation for understanding a liberal education* and preparing for college level work.

GOAL 2: Provide foundational knowledge and skills in critical and creative thinking.

GOAL 3: Promote transition to college and life-long learning.

GOAL 4: Promote an understanding of personal and social responsibilities related to global and local communities.

Student Learning Objectives

As a result of the course, students will be able to:

- SLO 1: Articulate how EKU's General Education Program contributes to being a liberally-educated person.
- SLO 2: Articulate what it means to be a critical and creative thinker.
- SLO 3: Construct good arguments and recognize and evaluate arguments related to a class topic.
- SLO 4: Demonstrate the ability to find, evaluate & use information, utilizing technology and library resources.
- SLO 5: Identify academic resources and support services important for academic success.
- SLO 6: Identify and articulate individual learning style and abilities.
- SLO 7: Engage in activities that promote connection to the university.
- SLO 8: Develop and articulate academic and life goals.
- SLO 9: Articulate the value of diverse perspectives.

Administrative Structure

The new *Foundations for Learning* course will be administered from Academic Affairs, under the Dean of University Programs, aligned with the General Education Program. Two oversight groups have been and will be established to provide oversight and counsel for the development of the course: 1) a subgroup of the University General Education Committee as a curriculum advisory group (Foundations for Learning Curriculum Advisory Group) and 2) an advisory group (Foundations for Learning Co-Curricular Advisory Group) with representation from each college, the library, University Programs, Enrollment Management, Student Affairs, and Faculty Senate will provide guidance and advice to maintain a comprehensive, holistic focus that treats the student as a "whole person." Additionally, the Instructor Learning Community (ILC) (made up of instructors who will teach the course) will work as a team to develop core content for the course. Members of that group, along with members of the Co-Curricular Advisory Group and the QEP Assessment Coordinator will make up the Foundations for Learning Assessment Team, who will develop the course assessment elements and evaluate the course outcomes to see if objectives are being met, making recommendations to the ILC for changes to the course.

Fall 2008 Pilot Implementation

The course syllabus and implementation plan will be submitted to Council on Academic Affairs in early 2008.

Foundations for Learning will be implemented in Fall 2008 as a pilot project. Up to 20 sections (500 students) of the course will be offered, depending on the number of instructors recruited. Each section will be capped at 25 seats to promote active involvement, class bonding, and delivery of frequent, personalized feedback to students. Over the next five years, it is anticipated that the course will be fully implemented.

* Liberal education definition from Association of American Colleges and Universities

(http://www.aacu.org/press_room/media_kit/what_is_liberal_education.cfm): "A philosophy of education that empowers individuals, liberates the mind from ignorance, and cultivates social responsibility. Characterized by challenging encounters with important issues, and more a way of studying than a specific course or field of study, liberal education can be achieved at all types of colleges and universities. "General Education" and an expectation of in-depth study in at least one field normally comprise liberal education.

Who Will Take the Course?

Students will be recruited from interested academic departments and from students who are undeclared in major during spring/summer Orientation/Registration sessions. Students will be informed that two of the three credit hours will count as elective credit on their transcript (one of the three credit hours will fulfill the existing Academic Orientation University Requirement).

Who Will Teach the Course?

Congruent with national models, a diverse group of instructors will be sought by recruiting both academic and student affairs professionals who are qualified to teach and who are enthusiastic about teaching first-year students. It is anticipated that a minimum of 50% of the instructors will be tenure-track faculty, with the remainder being professional staff with at least a master's degree and no more than 10% adjunct faculty. Potential benefits for instructors include:

- Involvement at the grass-roots level in helping to create a new foundational course for improved student learning in which students become better prepared to succeed in their other courses.
- Professional development that enhances, improves, and even reinvigorates the teaching experience. Professional development for the first year course will provide pedagogy and instructional strategies that will improve teaching of any course.
- Campus-wide improvement in college teaching and curriculum development.
- Building campus community and promoting professional partnerships across different divisions.

Each instructor will either receive compensation as overload pay or the academic department will be reimbursed for release time, commensurate with ECU policy and procedures. Course credit will be credited to the academic department in which the instructor is affiliated. Credit for students (or student count will be credited to) will be assigned to the instructor's academic department.

Instructor Professional Development & Course Development

Identified instructors will form the *Foundations for Learning Instructor Learning Community*. This learning community will convene regularly for professional development activities, to share instructional methods and resources, to develop common assessment items that address the core learning objectives, and to continually evaluate and critique the course outcomes. The identified *Instructor Learning Community* will participate in a five-day training in early May, just after spring semester ends. All instructors will be required to participate and will receive a stipend for their participation. The *Instructor Learning Community* will develop their courses and assessment plans over the summer, meeting regularly to share their plans.

Assessment

Course-level Assessment

The pilot course will be continually assessed and evaluated, utilizing multiple types of assessment to ensure it is meeting specific programmatic goals and to provide information for fine-tuning the course and for determining its overall value-added impact. Annual assessment results will be used to determine how to improve/strengthen the course.

An assessment team, a group made up of instructors who teach the course, members of the Co-Curricular Advisory Group, and the QEP Assessment Coordinator will review and score a representative sample of student work

produced in the course. Every effort will be made to ensure that course content, process and emphasis is appropriately rigorous and challenging to students. Student learning focused assessment methods will fit seamlessly into the proposed curriculum. In fact, teaching/learning activities created for the course will be used not only to assign grades to students but to also generate assessment information that speaks to the achievement of the course learning objectives. Individual faculty will use the student work products to fine-tune their teaching as the semester progresses, while the assessment team will use the aggregated assessment information to ascertain the effectiveness of the course as a whole. A variety of assessment tools will be used to measure student learning, including: quizzes, tests, journals, reaction papers, essays, term papers, oral/visual presentations, reflective writing assignments and a final portfolio.

Assessing for Critical and Creative Thinking

Like all projects/programs participating in the QEP, *Foundations for Learning* will use the University Critical and Creative Thinking Rubric to assess student skills. An end of course assignment will be designed and scored with the University Critical & Creative Thinking Rubric with the following performance targets:

- At least 60% of students will achieve a developing rating for the *Comprehension and Identification of Evidence* criteria.
- At least 60% of students will achieve a developing rating for the *Recognition of Perspectives and the Application and Analysis* criteria.
- At least 60% of students will achieve a developing rating for the *Interpretation and Evaluation* criterion.
- At least 60% of students will achieve a developing rating for the *Synthesis* criterion criteria.

With the expectation that the course will improve first-to-second year retention rates, comparisons of retention rates between participants and non-participants will be conducted. It is anticipated that *Foundations for Learning* students will persist to the second year at higher rates than will non-participants.

QEP Program Level Assessment

Foundations for Learning is the critical first piece of the overall QEP program level assessment plan. Using the CAT (Critical Thinking Assessment Test developed at Tennessee Technological University) baseline data will be collected at the beginning of the semester from a sample of students enrolled in *Foundations for Learning* for the purpose of comparing entry-level performance with the performance of ECU seniors. Evaluation of results will be conducted on both a pre-test/post-test basis and a cohort comparison basis.

Considerations for Immediate and Future Development

Required Vs. Elective

Foundations for Learning should eventually be required of all first-year students so it may exert *systemic* impact on the first-year student body. It is intended to eventually replace the existing required Academic Orientation 1-credit-hour courses. Students who self select the course as an elective are often times the students who are already motivated enough to be successful. Many students who would benefit the most from the course will not choose to take it. This will hinder overall student success and retention. Introducing first-year students systematically to critical and creative thinking demands the course be required. "If the seminar is delivered as a requirement, it implements the time-honored retention principle of "intrusive" delivery, meaning that the college initiates supportive action by reaching out and delivering it to students, rather than offering the program passively and hoping that students will come to take advantage of it" (Cuseo, in press).

Foundations for Learning as a Part of the General Education Program

Approximately 50% of schools who offer FYS include it as part of the general education curriculum. It is suggested that ECU's *Foundations for Learning* course be explored for possible General Education inclusion in the future.

Instructors

- Build in teaching the course into job expectations for new hires, both faculty & professional staff
- Promote at new faculty orientation
- Encourage upper administration to teach a section of the course to promote its importance, especially in Fall 2008 to set a tone of importance.
- Expand definition of promotion & tenure activities to include a value on teaching this course
- Consider team teaching between interdisciplinary faculty, veteran faculty paired with new, faculty and student affairs or academic support-service professional, faculty and administrators, and faculty and students can produce rich results.
- Consider using undergraduate peer assistants (i.e., Peer Leaders), a low-cost method of providing assistance to the instructor, and mentoring to the new first-year students. Peer leaders also benefit: There is significant literature on the benefits of peer mentoring, such as the development of the peer leaders' own higher-level thinking skills..

Professional Development

- Consider hiring a national critical & creative thinking expert to serve as a one-year visiting professor
- Use existing professional development plans in OEP to support FYC professional development activities
- Develop instructor's handbook

Special Populations

The new first-year course will need to be reviewed in terms of the needs of all types of entering ECU students, including:

- Adult/non-trad/re-entry students
- Developmental students

Alternative Course Structure Considerations

- Learning Communities
- Incorporating "academic themes" into the course

ATTACHMENT A EKU FIRST YEAR STUDENT NEEDS

At A Glance: EKU First-Year Students

EKU Office of Institutional Research

[CIRP 2006]

- The majority of first-year students are white, female, age 18-19.
- EKU is the first college choice for 77% of first-time students.
- The top two majors expected for first-time women: Nursing and Elementary Education.
- The top two majors expected for first-time men: Law Enforcement and Business Management.
- Forty-six percent of first-time students report a *Very Good* chance of making a B average.
- Women choose EKU because of its size; men choose EKU because of its cost.
- Eighty percent of first-time students report *To Get Training for a Specific Career* as *Very Important* in deciding to go to college.
- Thirty-nine percent of first-year students have an estimated parental income less than \$50,000.
- Sixty-seven percent of first-time students indicate *Some* or *Major* concerns in financing college.
- Forty-four percent of first-time students report a *Very Good* chance of getting a job to help pay for college.
- FYS have a lower sense of self-efficacy than other students, consistently rating themselves below their peers in academic ability, math ability, writing ability, and intellectual self-confidence.
- Forty-six percent of first-time students permanently reside within 50 miles of campus.
- One-third of FYS are first-generation (neither parent has attended college).
- Nearly one-half of first-time students have fathers with no college experience; forty percent have mothers with no college experience.
- First-time women and men differ the most on these opinions: 1) Federal government should do more to control the sale of handguns (W: 76.6%; M: 59.8%); 2) It is important to have laws prohibiting homosexual relationships (W: 29.0%; M: 47.2%).

[NSSE 2007 – statistically significant items relative to KY Peers, Carnegie Peers, and Public Carnegie Peers]

- EKU Freshmen, more than their peers, ask questions in class or contributed to class discussions.
- EKU Freshmen, more than their peers, worked with other students on projects during class.
- EKU Freshmen had a larger number of assigned texts in courses than their peers.
- EKU Freshmen had more papers of fewer than 5 pages than their peers.
- EKU Freshmen had more problems sets taking less than one hour to complete than their peers.
- EKU Freshmen are less likely than their peers to participate in community service or volunteer work, whether inside or outside a course.
- EKU Freshmen are less likely than their peers to feel the institutional environment provides the support needed to succeed academically.
- EKU Freshmen are less likely than their peers to feel the institution helps them cope with their non-academic responsibilities.
- EKU Freshmen are more likely than their peers to use computers in academic work.
- EKU Freshmen are less likely than their peers to feel they learn effectively on their own.
- EKU Freshmen are less likely than their peers to feel they understand people of other racial or ethnic backgrounds.
- EKU Freshmen are less likely than their peers to contribute to the welfare of their community.
- EKU Freshmen rate the quality of academic advising they have received poorer than their peers.

[Other]

- Our service region has a significantly higher poverty rate than the Kentucky or National averages.
- Our service region has significantly lower household incomes than state or national averages.

- Our service region has a significantly higher percentage than the statewide population of those who are Medicaid-eligible.
- Our service region has a greater unemployment rate than the national average and is the highest in the state.
- For high school students in our service region, the first decision is not where to go to college, but if to go to college – 39% of high school graduates continue to college.
- Our students incur more loan debt at the time of graduation than the national average; students from the service region incur more loan debt than students outside the service region.
- Half of our FYS enter ECU under-prepared in at least one basic skill area.
- Our service region has a significantly higher percentage of high school graduates entering colleges under-prepared for college-level work.
- Last year, 350 FYS had not met all the KY Pre-college Curriculum requirements.
- ECU students spend more time commuting and working than their peers.
- ECU students spend more time than peers caring for dependents.
- ECU students face many of the same challenges to remain in college, regardless of academic ability. The influence of family, friends, and work to leave college is of equal significance. Students indicate a complete willingness to set aside academic endeavors in order to assume the responsibility of care giver, spouse, parent, or financial provider (Miller, 2005).

ATTACHMENT B
EKU Counseling Center Mental Health Needs Survey: 2004

Percent of students who answered much, very much or all the time

For Level of Concern and Impact on Grades

ITEMS		Extent to Which It Concerns you	Extent to Which it Affects Grades
		(Much, very much or all of the time)	
Study Habits or Time Management.	1	80.9%	79.5%
Procrastination/Getting Motivated	2	78.8%	75.1%
Academic Pressures	3	77.9%	70.8%
Stress	4	73.2%	64.6%
Test Anxiety	5	70.8%	69.8%
Decision Making	6	67.3%	53.9%
Job market info for various majors.	7	65.9%	37.4%
Identifying interests/abilities/skills/work values	8	64.9%	51.3%
Problems Concentrating	9	63.0%	62.3%
Worrying Too Much	10	61.3%	54.0%
General Occupational Information	11	60.0%	36.6%
Choosing/Changing a Major	12	56.6%	42.4%
Financial Difficulties	13	53.9%	39.0%
Perfectionism	14	52.9%	46.3%
Anxiety or Tension	15	52.6%	54.0%
Math Anxiety	16	50.8%	48.9%
Sleep Problems	17	50.7%	48.0%
Managing Your Money	18	50.2%	31.3%
Speech Anxiety	19	47.9%	39.8%
Relationship With Parents/Family	20	47.7%	33.8%
Tendency to be Critical/Sarcastic	21	46.6%	31.0%
Lack of Career Plans	22	45.0%	32.2%
Relationship With Partner/Spouse	23	43.8%	35.1%
Physical Appearance	24	43.2%	22.1%
Relationship With Friends/Roommates/Peers	25	42.9%	29.5%
Death of a Friend or Loved One	26	40.6%	35.5%
Communication Skills	27	40.0%	32.0%
Dealing With Anger	28	34.4%	26.2%
Shyness/Being Ill At Ease With People	29	33.4%	22.6%
Depression	30	32.0%	32.4%
Weight Problems	31	30.7%	16.9%
Breakup/Loss of a Relationship	32	30.3%	28.1%
Adjustment to the University	33	29.2%	24.7%
Dieting	34	29.1%	16.0%
Feeling Unworthy or Inferior	35	27.1%	22.1%
Loneliness/Feeling Isolated	36	26.5%	22.2%
Dating Concerns	37	26.4%	17.2%
Overeating	38	25.5%	16.6%
Sexuality/Intimate Relationships	39	21.0%	13.1%
Afraid of a Close Relationship	40	20.7%	14.4%
Unhappy Much of the Time	41	20.7%	21.3%

Items		Percent Endorsed (Much, very much or all the time)	
Alcohol	42	19.9%	17.6%
Conflict With Parents About Choice of Major	43	19.8%	17.4%
Smoking	44	19.6%	11.9%
Homesickness	45	18.5%	17.0%
Other	46	16.7%	14.7%
Binging	47	13.1%	11.3%
Sexually Transmitted Diseases	48	10.7%	7.4%
Drugs	49	10.5%	12.1%
Pregnancy (yours or hers)	50	10.0%	10.3%
Emotional Abuse	51	9.6%	10.6%
Discrimination Based on Race, Gender, Orientation, etc.	52	9.6%	8.3%
Arrest or Legal Problems	53	8.7%	9.5%
Thoughts of Suicide	54	8.6%	10.1%
Physical Handicap or Disability	55	8.0%	8.3%
Thoughts of Harming Others	56	7.6%	8.5%
Intentionally Vomiting After Eating	57	7.5%	8.3%
Bulimia	58	7.2%	6.8%
Childhood Physical Abuse	59	6.8%	7.3%
Childhood Sexual Abuse	60	6.8%	7.5%
Sexual Orientation	61	6.5%	6.5%
Anorexia	62	6.2%	7.2%
Rape/Sexual Assault (other than date rape)	63	5.4%	7.2%
Deliberate Self-Inflicted Injuries	64	5.3%	7.3%
Physical Assault	65	5.2%	7.2%
Date Rape	66	5.1%	7.7%
Physical Abuse After Childhood	67	4.8%	6.3%
Sexual Abuse After Childhood	68	4.2%	6.5%
Current Physical Abuse	69	4.1%	6.8%
Current Sexual Abuse	70	3.8%	5.8%

ATTACHMENT C

According to the *2006/07 EKU Fact Book* (<http://www.ir.eku.edu/web/Factbook/pdf/06-07/2006-2007%20Factbook-web.pdf>) and the EKU Institutional Research Office:

- 51.6% of EKU students are first-generation college students
- 39% of Fall 2007 entering first year EKU students are developmental in one or more areas (reading, English, mathematics)
- In 2006, 350 first-year students entered EKU with a KY Pre-college Curriculum deficiency.
- Even though EKU ACT scores have improved in the last few years, they are still below the national averages in most cases.

Fall 2006	EKU	Kentucky	National
ACT Composite Average Score	20.8	20.6	21.1
ACT English Average Score	20.7	20.6	20.6
ACT Mathematics Average Score	19.9	19.9	20.8

- The most recently reported one-year retention rate at EKU is 65.1%. System-wide retention (meaning students who were retained at EKU or another public Kentucky institution) was 73.5% at EKU compared to 78.5% average for Kentucky public institutions (http://cpe.ky.gov/NR/rdonlyres/1FE4E17E-2D8F-4E86-93BC-A7E2AE72EDC0/0/One_yr_ret_0506_20070320.pdf)
- The six-year graduation rate at EKU (2000 entering cohort) was 35.4%, compared to 46.7% average for Kentucky public institutions (http://cpe.ky.gov/NR/rdonlyres/445CB071-FC0A-419F-A6FB-630D6590A61F/0/GRS_2000_20070410.pdf)
- About half (49.8%--1024 out of 2058) of 2006 EKU Freshmen were from the EKU 22-county service region, where some of the poorest and lowest levels of educational attainment in the nation are located.

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Eastern Kentucky University
Policy Library

Dual Application of Credit for General Education and Undergraduate Minors

Policy 4.2.6

Volume 4, Academic Affairs

Chapter 2, Academic Credit

Section 6, Dual Application of Credit for General
Education and Undergraduate Minors

Approval Authority: Board of Regents

Responsible Executive: Provost/Vice President for
Academic Affairs

Responsible Office(s): Dean of University Programs,
Academic Colleges, Office of the Registrar

Effective:

Revised:

Expires: NA

Next Review Date:

Policy Statement

Eastern Kentucky University (EKU) permits students to apply, as appropriate, credit earned for courses to fulfill the requirements of both General Education and an undergraduate minor. The dual application of credit does not result in the duplication of the hours earned for such courses.

Purpose

This policy ensures fair and equal counting of minor courses for all undergraduate students at the University.

Entities Affected by the Policy

- Colleges
- Departments
- Advisors
- Academic Advising Office
- Transfer Office
- Admissions Office
- Office of the Registrar

Who Should Read the Policy

- Academic Administrators
- Deans
- Chairs
- Advisors
- Academic Advisors
- Transfer Coordinator
- Admissions Counselors
- Office of the Registrar staff
- Students

Policy Background

Prior to this policy, there was no written policy regarding the dual application of credit for courses that fulfill both General Education and undergraduate minor requirements.

Definitions

Dual Application of Credit	For courses that fulfill both General Education and minor requirements, credits may be applied to both General Education and the minor. Credits are not duplicated.
General Education	A program of courses that is identified by the University and is completed by every student regardless of major/minor.
Minor	An optional area of concentration that is chosen by the student and contains fewer requirements than a major.
University	Eastern Kentucky University

Responsibilities

Advisors	<ul style="list-style-type: none"> • Ensure that student advisees are aware of the policy
Chairs	<ul style="list-style-type: none"> • Ensure that faculty are aware of the policy
College Deans	<ul style="list-style-type: none"> • Ensure that Department Chairs and College Advisors are aware of the policy
Dean of University Programs	<ul style="list-style-type: none"> • Ensure that Directors of University Programs are aware of the policy
Office of the Registrar	<ul style="list-style-type: none"> • Ensure accurate programming for CARES reports and transcripts • Ensure that personnel are aware of the policy • Ensure that the policy is placed in the Undergraduate Catalog

Procedures

Not Applicable

Violations of the Policy

Not Applicable

Interpreting Authority

- Provost and Vice President for Academic Affairs

Relevant Links

Not Applicable

Policy Adoption Review and Approval

- Council on Academic Affairs: Recommended on
- Faculty Senate: Recommended on
- Provost Council: Recommended on
- Board of Regents: Approved on