UMBC UGC Instructions for Change in Existing Course Form (Revised 4/2016)

Course number & title: Enter the current course number and title of the course at the top of the page.

Date submitted: The date that the form will be submitted to the UGC.

Effective date: The semester that the change will be effective, if approved.

Contact information: Provide the contact information of the Chair or UPD of the department housing the course. If the course is not housed in a department or program, then provide the same information for the head of the appropriate academic unit. (See UGC Procedures.) If another faculty member should also be contacted for questions about the request and be notified about UGC actions on the request, include that person's contact information on the second line.

Course information: Provide all of the current information for this course. Check the "change" column for aspects of the course that will be changed by this proposal and provide the specific changes. Unchanged fields may be left blank under the "proposed" column. *Note: all 300- and 400-level courses must have prerequisites or recommended preparation.*

Course number: For cross-listed courses, provide all the numbers for the course.

Transcript title: Limited to 30 characters, including spaces. Leave the current transcript title blank if this is not known.

Recommended Course Preparation: *Please note that all 300 and 400 level courses should have either recommended course preparation(s) or prerequisite(s) and that 100 or 200 level courses may have them.*
Here fill in what previous course(s) a student should have taken to succeed in the course. These recommendations will NOT be enforced by the registration system. Please explain your choices in the "rationale" (discussed below).

Prerequisite: *Please note that all 300 and 400 level courses should have either recommended course preparation(s) or prerequisite(s)* Here fill in course(s) students need to have taken before they enroll in this course. These prerequisites will be enforced through the registration system. Please explain your choices in the "rationale" (discussed below).

NOTE: Please use the words "AND" and "OR", along with parentheses as appropriate, in the lists of prerequisites and recommended preparation so that the requirements specified will be interpreted unambiguously.

NOTE: Unless otherwise indicated, a prerequisite is assumed to be passed with a "D" or better.

# of credits: To determine the appropriate number of credits to assign to a course please refer to the UMBC Credit Hour Policy which articulates the standards for assignment and application of credit hours to all courses and programs of study at UMBC regardless of degree level, teaching and learning formats, and mode of instruction.

Maximum total credits: This should be equal to the number of credits for courses that cannot be repeated for credit. For courses that may be repeated for credit, enter the maximum total number of credits a student can receive from this course. E.g., enter 6 credits for a 3 credit course that may be taken a second time for credit, but not for a third time. Please note that this does NOT refer to how many times a class may be retaken for a higher grade.

Grading method(s): Check all that apply.

Current catalog description: Provide the course description as it appears in the current undergraduate catalog or since the last UGC-approved change.

Proposed catalog description: If this proposal involves a change in the course description, provide the exact wording of the course description as it will appear in the next undergraduate catalog. Course descriptions should be a) no longer than 75 words, b) stated in complete sentences, and c) avoid reference to specific details that may not always pertain (e.g., dates, events, etc.). Leave blank if this proposal does not change the course description. Course descriptions should not repeat information about prerequisites (which are always listed alongside the course description).

Rationale: Provide a brief explanation for the need for the proposed changes.

Cross-listed courses: Requests to change cross-listed courses must be accompanied by letters of support via email from all involved department chairs. Proposals for the addition of a cross-listing to an existing course must include as a part of the rationale the specific reason why cross-listing is appropriate. Email from all involved department chairs is also required when cross-listing is removed and when a cross-listed course is discontinued. Please note that Special Topics cannot be cross-listed.

Note: the UGC form is a Microsoft Word form. You should be able to enter most of the information by tabbing through the fields. The document is protected. In the rare case that you need to unprotect the document, use the password 'ugcform'. Beware that you will lose all the data entered in the form's fields if you unlock and lock the document.

UMBC UGC Change in Existing Course: GWST 300: Methodologies in Gender, Women's & Sexuality Studies

Date Submitted: 1/19/17   Proposed Effective Date: fall 2017

	Name	Email	Phone	Dept
Dept Chair or UPD	Carole McCann	Mccann@umbc.edu	X2161	GWST
Other Contact	Kim Hardaway	khardawa@umbc.edu	X2001	GWST

COURSE INFORMATION: (please provide all information in the "current" column, and only the information changing in the "proposed" column)

change		current	proposed
☐	Course Number(s)		
☐	Formal Title		
☐	Transcript Title (≤30c)		
☐	Recommended Course Preparation		
☐	Prerequisite **NOTE:** Unless otherwise indicated, a prerequisite is assumed to be passed with a "D" or better.		
☐	# of Credits Must adhere to the [UMBC Credit Hour Policy](#)		
X☐	Repeatable?	X☐ Yes ☐ No in error	☐ Yes X☐ No
☐	Max. Total Credits	6	0 **Max. Total Credits:** This should be equal to the number of credits for courses that cannot be repeated for credit. For courses that may be repeated for credit, enter the maximum total number of credits a student can receive from this course. E.g., enter 6 credits for a 3 credit course that may be taken a second time for credit, but not for a third time. Please note that this does NOT refer to how many times a class may be retaken for a higher grade.
☐	Grading Method(s)	☐ Reg (A-F) ☐ Audit ☐ Pass-Fail	☐ Reg (A-F) ☐ Audit ☐ Pass-Fail

CURRENT CATALOG DESCRIPTION:

This writing intensive seminar introduces students to the theory and practice of interdisciplinary research in the field of gender, women's, and sexuality studies. The course examines the distinguishing features of feminist methodologies that draw from the social sciences and the humanities. By reading and discussing examples of excellent and innovative research, students will become acquainted with the practical details, intellectual challenges, and the ethical dilemmas involved in doing research about women, gender, and sexuality. The course also explores the connections between research and community activism. This course is repeatable for a maximum of 6 credits. Recommended Preparation: GWST 100, GWST 210 , GWST 310 and/or GWST 200.

PROPOSED CATALOG DESCRIPTION (no longer than 75 words**):** leave blank if no changes are being proposed to the catalog description. NOTE: information about prerequisites should NOT appear in the catalog description.)

This writing intensive seminar introduces students to the theory and practice of interdisciplinary research in the field of gender, women's, and sexuality studies. The course examines the distinguishing features of feminist methodologies that draw from the social sciences and the humanities. By reading and discussing examples of excellent and innovative research, students will become acquainted with the practical details, intellectual challenges, and the ethical dilemmas involved in doing research about women, gender, and sexuality. The course also explores the connections between research and community activism. Recommended Preparation: GWST 100, GWST 210 , GWST 310 and/or GWST 200.

RATIONALE FOR CHANGE:

It was never the intention of the department that this core methods course would be repeatable for credit. However, an error occurred either when the course was created in the legacy database in 2007 or at the time we submitted a slew of name changes for courses to include sexuality in the title in 2013, including topics courses that are repeatable for credit. I have included with this submission both copies of the 2007 new course form, which Tammy Brown provided from the UGC archive as well as the 2013 change course form. As you will see, there is not a request for repeatability on either form or a statement of repeatability in the either course description.
I only noticed the error in reviewing the revised course preparation list in 2014 catalog. (The repeatable for credit sentence appears just before the recommended preparation sentence.) So we sought to have it corrected. However, with changes in staff in the Registrar's office, the UGC staff, and the GWST office, this issue fell through the cracks. Now as no one in the Registrar's office was on campus during the timeframe in which the error likely occurred and thus the inability to specifically when the error occurred, the Registrar's office staff are (quite rightly) only willing to make a change to the course with the approval of the UGC. Thus, I am submitting this request for a change to the course to remove the repeatability sentence from the description and in the SA system.

I add that to my knowledge no student has ever enrolled for credit in the course multiple times, unless they failed. (It is a hard course.) So there should not be any negative impact on students.