

UMBC UGC Instructions for Change in Existing Course Form

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 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.*

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

Transcript title: Limited to 24 characters, including spaces. Leave the current transcript title blank if this is not known.

Maximum repeatable credits: Enter 0 for courses that may not 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: Check the appropriate boxes to indicate if this proposal involves a change in the course description and/or prerequisite. Provide the exact wording of the course description as it will appear in the next undergraduate catalog. Course proposals 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 and check "no changes" if this proposal does not change 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: CMPE450 Capstone I

Date Submitted: 4/4/2017

Proposed Effective Date: 8/1/2017

	name	email	Phone	dept
Dept Chair	Anupam Joshi	joshi@umbc.edu	5-2590	CSEE
Contact	Chuck LaBerge	elaber1@umbc.edu	5-5684	CSEE

COURSE INFORMATION:

change		current	proposed
<input type="checkbox"/>	Course Number(s)		
<input type="checkbox"/>	Formal Title		
<input type="checkbox"/>	Transcript Title (≤24c)		
<input type="checkbox"/>	Recommended Course Preparation		
<input checked="" type="checkbox"/>	Prerequisite	You must complete CMPE 314, CMPE 349, and at least one of the following: CMPE 323, CMPE 330, CMPE 315, CMPE 415. A grade of C or better is required in all prerequisite classes before registering for Capstone I. In addition, you must either have completed CMPE311 with a grade of C or better or be concurrently enrolled in CMPE311.	You must complete CMPE 314, CMPE 349, and CMSC341. CMPE311 must be completed or taken simultaneously with CMPE450. In addition, at least one of CMPE315, CMPE323, CMPE320, CMPE330, or CMPE415 must be completed or taken simultaneously with CMPE450. A grade of C or better is required in all prerequisite courses.
<input type="checkbox"/>	Credits		
<input type="checkbox"/>	Repeatable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Max. Total Credits		
<input type="checkbox"/>	If yes, how many total credits?		
<input type="checkbox"/>	Grading Method(s)	<input type="checkbox"/> Reg (A-F) <input type="checkbox"/> Audit <input type="checkbox"/> Pass-Fail	<input type="checkbox"/> Reg (A-F) <input type="checkbox"/> Audit <input type="checkbox"/> Pass-Fail

CURRENT CATALOG DESCRIPTION:**PROPOSED CATALOG DESCRIPTION:** no changes change in description**RATIONALE FOR CHANGE**

The proposed change slightly eases the requirements for Capstone to permit students who are one semester out of sequence to qualify and to accommodate students who may have missed the “track elective” due to overcrowding of the upper level Capstone courses. In addition, we have added CMPE320 to the list of qualifying courses. CMPE320 is a nominally junior-level course that is required of all CMPE students, so successful completion of CMPE320 is indicative of pending “graduate this year” status required for Capstone by ABET accreditation standards.

There are no changes to the catalog description.

Change originally approved by Computer Engineering Undergraduate Program Committee, September 2016, and revised by the UGPC on November 2, 2016.