

## 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):** Please review the [grading methods document](#) (this link can be found on the UGC forms page) before selecting a grading option. Please do not select all three grading options by default.

**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 including a pedagogical justification to any changes in course level:** 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: ARBC 325 Introduction to Arabic Dialects**

Date Submitted: 2/8/18

Proposed Effective Date: Spring 2019

	Name	Email	Phone	Dept
Dept Chair or UPD	Dr. Ka Omar	ka@umbc.edu	410-455-2998	MLLI
Other Contact	Dr. Steve Young	young@umbc.edu	410-455-2109	MLLI

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

change		current	proposed
<input type="checkbox"/>	Course Number(s)	ARBC 325	
<input type="checkbox"/>	Formal Title	Introduction to Arabic Dialects	
<input type="checkbox"/>	Transcript Title (≤30c)	Introduction to Arabic Dialects	
<input type="checkbox"/>	Recommended Course Preparation		
<input type="checkbox"/>	Prerequisite <b>NOTE:</b> Unless otherwise indicated, a prerequisite is assumed to be passed with a “D” or better.	ARBC 202 with a grade of C or better	
<input type="checkbox"/>	# of Credits Must adhere to the <a href="#">UMBC Credit Hour Policy</a>	3	
<input checked="" type="checkbox"/>	Repeatable?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/>	Max. Total Credits	3	<b>9</b> <b>Max. Total Credits:</b> 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.
<input type="checkbox"/>	Grading Method(s)	<input checked="" type="checkbox"/> Reg (A-F) <input checked="" type="checkbox"/> Audit <input checked="" type="checkbox"/> Pass-Fail	<input type="checkbox"/> Reg (A-F) <input type="checkbox"/> Audit <input type="checkbox"/> Pass-Fail

**CURRENT CATALOG DESCRIPTION:**

This course gives students a basic understanding of the linguistics of the Arabic dialects, and of the theory and practice of Arabic dialectology; to give them a solid foundation for future in-depth study of Egyptian (Masri), Levantine (Shami), or Moroccan (Darija) Arabic; and to give them the tools to enable them to independently acquire communicative competence in other Arabic dialects they might encounter in the course of their studies and beyond.

**PROPOSED CATALOG DESCRIPTION** (Approximately 75 words in length. Please use full sentences): leave blank if no changes are being proposed to the catalog description. NOTE: information about prerequisites should NOT appear in the catalog description.)

This course gives students a basic understanding of the linguistics of the Arabic dialects, and of the theory and practice of Arabic dialectology; to give them a solid foundation for future in-depth study of various Arabic dialects, such as Egyptian (Masri), Levantine (Shami), or Moroccan (Darija) Arabic; and to give them the tools to enable them to independently acquire communicative competence in other Arabic dialects they might encounter in the course of their studies and beyond. **A particular dialect will be selected each time the course is offered. Repeatable for credit, up to 9 credits, as the dialects change.**

**RATIONALE FOR CHANGE:**

This course provides students a selection of Arabic dialects (Egyptian\_ in Egypt and Sudan, Levantine\_ in the Middle East, or Darija\_ in the northern African region). This course can be offered at UMBC campus in a regular semester, summer, or winter session. It can also be offered in an institution overseas during study abroad in one of the Arab regions listed above. If the course is offered in the northern African region, such as Morocco, the dialect of Arabic that will be taught is “Darija”. In Egypt or Sudan, the dialect of Arabic that will be taught is “Masri/Egyptian”. In the Middle East region, such as Jordan, the dialect of Arabic that will be taught is “Shami”. UMBC students may have the option to enroll in one of the dialects of Arabic offered on campus and also will have the opportunity to learn a new dialect while studying abroad.

This course focuses on the study of the dialect of Arabic and the culture of that particular region where the dialect is taught. The course needs to have a **culture** designation for GEP.

When the course is offered at an overseas institution, it would be taught by a UMBC faculty.