

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: ANTH 401H - Honors Thesis Research

Date Submitted: Feb. 7, 2020 (revised 2/19/20)

Proposed Effective Date: Fall 2020

	Name	Email	Phone	Dept
Dept Chair or UPD	Kevin Eckert, SAHAP Chair	eckert@umbc.edu	5-5698	SAHAP
Other Contact	Bambi Chapin, ANTH UPD	bchapin@umbc.edu	5-2082	SAHAP

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

change		current	proposed
<input checked="" type="checkbox"/>	Course Number(s)	ANTH 401H	ANTH 491H
<input checked="" type="checkbox"/>	Formal Title	Honors Thesis Research	Honors Thesis Research I
<input checked="" type="checkbox"/>	Transcript Title (≤30c)	Honors Thesis Research	Honors Thesis Research I
<input type="checkbox"/>	Recommended Course Preparation		ANTH 400
<input checked="" type="checkbox"/>	Prerequisite NOTE: Unless otherwise indicated, a prerequisite is assumed to be passed with a "D" or better.	You must complete Anthropology 303 with a minimum grade of "C".	<ul style="list-style-type: none"> completed at least 60 credits completed ANTH 480 and two other upper level ANTH courses, each with a minimum grade of a "B" have a cumulative GPA of 3.0
<input type="checkbox"/>	# of Credits Must adhere to the UMBC Credit Hour Policy	3	
<input checked="" type="checkbox"/>	Repeatable?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/>	Max. Total Credits	??	3 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.
<input checked="" type="checkbox"/>	Grading Method(s)	<input type="checkbox"/> Reg (A-F) <input type="checkbox"/> Audit <input type="checkbox"/> Pass-Fail	<input checked="" type="checkbox"/> Reg (A-F) <input type="checkbox"/> Audit <input type="checkbox"/> Pass-Fail

CURRENT CATALOG DESCRIPTION:

This course, along with ANTH 402H, fulfills the requirement of the major in anthropology with honors. Information describing the requirements for the honors major is available from the departmental office. This course is repeatable.

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 is the first in a two-course individual study sequence, along with ANTH 492H, that leads to fulfilling the requirements of the departmental Honors Program in Anthropology. During this sequence, the student completes an original research project leading to an Honors Thesis under the supervision of two full-time faculty members in the department who serve as the Honors Committee. The Honors Thesis typically is completed during a student's final year at UMBC. Interested students should contact their Anthropology major adviser or the Anthropology program director for more information about the Honors Thesis. Students considering graduate school in Anthropology are particularly encouraged to pursue this option. In addition to the prerequisites listed for this course, students must also have a cumulative GPA of 3.5 in all Anthropology and Sociology courses and receive approval from their committee members.

RATIONALE FOR CHANGE:

Course Number: We recently became aware that the course number for one of the courses in the two course sequences has the same number (ANTH 402H) as one cross-listed course with MLL as Ethnography of Communication. We are therefore asking to change the course numbers for our Honors Thesis sequence.

Course Title: We are proposing the update in order to clarify that this is a two-part sequence.

Prerequisites: We are updating the requirements to match the Honors Program description as approved by our department. We are also updating the course number for the prerequisite from ANTH 303 to ANTH 480 (Anthropological Methods), a course number change that was made in our curriculum quite a few years back but not undated here, and raising the grade required in that course to a B to ensure that students are prepared to undertake this independent research project.

Repeatability: The previous description indicated that this course is repeatable for credit, which it should not be. Instead, students should take the next course number (currently ANHT 402H, proposed ANTH 492H) in the sequence.

Grading Method: We are not sure what grading methods were allowed before, but this should only be Regular Grading (A-F) since this course would only be used to meet the requirement for the departmental Honors Program.

Course Description: We are updating the course description to provide more information about this course, the honors thesis, and the departmental honors program.