UMBC UGC Instructions for Change in Existing Course Form (Revised 11/2019)

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

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

Cross-listed courses: All cross-listed courses also be listed in the course number box. Requests to change cross-listed courses must 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.

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.

Component: This is the type of instruction the course will utilize. The options are as follows: Clinical, Discussion, Field Study, Independent Study, Laboratory, Lecture, Practicum, Seminar. Additionally, more than one component may be selected by the department. Please review the UMBC guidelines for components here: **https://registrar.umbc.edu/course-component-and-credit-hour-guidelines/**

Departmental Consent: Does this course require a student to have departmental approval noted in PeopleSoft prior to registering? If yes, please check the box. Departmental consent is a permanent addition to the course description. If the department would like consent to be administered by semester, or instructor do not check this box.

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.

Note: Please use this link to the self-service PeopleSoft screens regarding current course information if needed: https://highpoint-prd.ps.umbc.edu/app/catalog/listCatalog

UMBC UGC Change in Existing Course: BIOL 495 – Seminar in Bioinformatics

Date Submitted:3/10/2020

	Name	Email	Phone	Dept
Dept Chair or UPD	Philip Farabaugh	Farabaug@umbc.edu	53018	BIOL
Other Contact	David Eisenmann	eisenman@umbc.edu	52256	BIOL
Other Contact	Nichole Zang Do	Zang.do@umbc.edu	58071	BIOL

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) Include cross-listed courses	BIOL 495	
☐	Formal Title	Seminar in Bioinformatics	
☐	Transcript Title (≤30c)	Seminar in Bioinformatics	
☐	Recommended Course Preparation		
☒	Prerequisite	You must complete BIOL 303 and BIOL 313 and CMSC 202 all with a grade of C or better.	Prerequisite must be passed with a grade of: ☐A ☐B ☒C ☐D You must have completed BIOL 302, BIOL 303, and CMSC 201 with a grade of "C" or better.
☐	# of Credits Must adhere to the UMBC Credit Hour Policy	4.0	
☐	Repeatable?	☐Yes ☒No	☐Yes ☒No
☐	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.	4.0	
☒	Grading Method(s)	☒Reg (A-F) ☒Audit ☒Pass-Fail	☒Reg (A-F) ☒Audit ☐Pass-Fail
☐	Topics Course	☐Yes ☒No	☐Yes ☐No

CURRENT CATALOG DESCRIPTION:

A "capstone" seminar course for students in the Bioinformatics and Computational Biology Program. Students will be introduced to examples of the integrated uses of the various disciplines that together comprise bioinformatics and computational biology.

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 is a "capstone" seminar course for students in the Bioinformatics and Computational Biology Program. Students will be introduced to examples of the integrated uses of the various disciplines that together comprise bioinformatics and computational biology. Integrated into this material is the discussion of concepts that encourage an entrepreneurial attitude and skillset.

RATIONALE FOR CHANGE:

The Biology Department would like to open up BIOL 495 as an elective option for BIOL BA and BS majors (see separate program change form). In order to facilitate this change, we wish to update the BIOL 495 pre-reqs to make the course more accessible to non-BINF majors. BIOL 302 is being added to the pre-requisite courses in order to remain consistent across all BIOL 4XX-level courses. The BIOL core courses are in a sequence BIOL 141-> BIOL 142 -> BIOL 302 -> BIOL 303, with BIOL 302 and 303 serving as capstone courses for the Biology core. The curriculum was designed such that only after completing these courses and showing mastery of the core course content, would students move on in the major and take 400 level courses. BIOL 495 was missing the BIOL 302 course from its pre-req listing.

We are also dropping BIOL 313 from the course pre-reqs, because material covered in BIOL 313 is not required for students to succeed in BIOL 495. The CMSC pre-req is also being dropped from CMSC 202 to CMSC 201. This provides bioinformatics-interested BIOL students an opportunity to enroll in the course without having to complete two semesters-worth of CMSC coursework. The higher level of CMSC is not required to be successful in BIOL 495.

Dropping Pass/Fail option for grading will help prevent students from choosing a grading method that is not usable for any major or minor program. Audit is allowable to bioinformatics-interested students who do not wish to use the course for their major. Audit courses cannot be used within the BIOL or BINF programs.

To reflect the entrepreneurial concepts covered in BIOL 495, we ask that the BIOL 495 course description be adjusted.

Required Information for Registrar's Office Implementation:

Items listed below do not require UGC approval

Effective Date: To be completed by the Registrar's Office

☐	Component (Select all that apply)	☐Clinical ☐Discussion ☐Field Study ☐Independent Study ☐Laboratory ☒Lecture ☐Practicum ☐Seminar ☐Thesis Research ☐Tutorial	☐Clinical ☐Discussion ☐Field Study ☐Independent Study ☒Laboratory ☐Lecture ☐Practicum ☐Seminar ☐Thesis Research ☐Tutorial
☐	Departmental Consent	☐Yes ☒No	☐Yes ☐No
☐	When Offered (Fall, Winter, Spring, Summer, Unknown, Other*) *If Other, please describe	Spring	