

UMBC UGC Instructions for Change in Existing Course Form (Revised 10/2020)

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 course numbers must be listed in the course number box. 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.

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.

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 251L: Anatomy & Physiology Lab

Date Submitted: 11/18/2020

	Name	Email	Phone	Dept
Dept Chair or UPD	Philip Farabaugh	farabaug@umbc.edu	x52659	BIOL
Other Contact	David Eisenmann	eisenman@umbc.edu	x51334	BIOL
Other Contact	Nichole Zang Do	Zang.do@umbc.edu	x58071	BIOL

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) Include cross-listed courses	BIOL 251L	
<input type="checkbox"/>	Formal Title	Human Anatomy and Physiology I Laboratory	
<input type="checkbox"/>	Transcript Title (≤30c)	Anatomy & Physiol Lab I	
<input checked="" type="checkbox"/>	Recommended Course Preparation	Permission only. A form is available in the Biological Sciences office.	None
<input type="checkbox"/>	Prerequisite	You must complete BIOL 251, and CHEM124L or CHEM102L with a grade of “C” or better. BIOL 251 can be taken concurrently with BIOL251L.	Prerequisite must be passed with a grade of: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
<input type="checkbox"/>	# of Credits Must adhere to the UMBC Credit Hour Policy	1.0	
<input type="checkbox"/>	Repeatable?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Max. Total Credits	1.0	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.
<input type="checkbox"/>	Grading Method(s)	<input checked="" type="checkbox"/> Reg (A-F) <input checked="" type="checkbox"/> Audit <input type="checkbox"/> Pass-Fail	<input type="checkbox"/> Reg (A-F) <input type="checkbox"/> Audit <input type="checkbox"/> Pass-Fail
<input type="checkbox"/>	Topics Course	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

CURRENT CATALOG DESCRIPTION (required):

Laboratory course to accompany BIOL 251. The laboratory includes dissections, work with skeletons, models of body parts and experimental studies of physiological processes. Required for most allied health programs. Recommended Course Preparation :Permission only. A form is available in the Biological Sciences office.

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 laboratory course accompanies BIOL 251 and is required for most allied health programs. The laboratory includes dissections, work with skeletons, models of body parts, and experimental studies of physiological processes.

RATIONALE FOR CHANGE:

We are requesting the recommended preparation be removed from BIOL 251L and the catalog description be updated to reflect this removal—the recommended preparation currently appears as part of the course’s description. We also made a couple wording changes to the course description as well, to get rid of fragment sentences.

BIOL 251L currently has a recommended preparation of “permission only.” By definition, this is not recommended preparation. It is something that is enforced only on the scheduling end through student-specific permissions, not at the catalog level. Mention of a paper permission is something that should be noted in the Class Notes section of the schedule of classes. Currently, individual permissions are only required in the Fall semester—not all semesters—to ensure pre-nursing students are able to take the course for their pathway requirements on time.

Required Information for Registrar’s Office Implementation:

Items below will be listed in the catalog, but do not require UGC approval. For future changes to these items, submit an RT ticket to the Registrar’s Office.

<input type="checkbox"/>	Component	<input type="checkbox"/> Clinical <input type="checkbox"/> Discussion <input type="checkbox"/> Field Study <input type="checkbox"/> Independent Study <input checked="" type="checkbox"/> Laboratory <input type="checkbox"/> Lecture <input type="checkbox"/> Practicum <input type="checkbox"/> Seminar <input type="checkbox"/> Thesis Research <input type="checkbox"/> Tutorial	<input type="checkbox"/> Clinical <input type="checkbox"/> Discussion <input type="checkbox"/> Field Study <input type="checkbox"/> Independent Study <input type="checkbox"/> Laboratory <input type="checkbox"/> Lecture <input type="checkbox"/> Practicum <input type="checkbox"/> Seminar <input type="checkbox"/> Thesis Research <input type="checkbox"/> Tutorial
<input type="checkbox"/>	Departmental Consent	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	When Offered (Fall, Winter, Spring, Summer, Other*) *If Other, please describe	Fall, Spring, Summer	

Requested Effective Date (Please note that the final approval date will determine the earliest possible effective date):