

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number _____ or Degree Plan(s) Child and Family Services
 State the requested change and reason. A memo may be attached if more space is necessary.

We propose to add FAM 365, Research Methods in Child and Family Services, to the required courses for Child and Family Services majors.

By requiring a course in Research Methods we will strengthen our major's skills in gathering and evaluating scholarly literature as well as in writing for a scholarly audience. Additionally, we will strengthen the preparation we give our majors for conducting research of their own in the future. Finally, a course in Research Methods is required for certification by the Association of Child Life Professionals, which many of our students pursue after graduation.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³								
	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	President
1.	Title (description unchanged)	A	A	A	I				I	I
2.	Description (not affecting content)	A	A	A	I				I	I
3.	Course term(s)	A	I	A	I				I	I
4.	Content (substantive change)	A	A	A	I				A	A
5.	Number of hours (lecture, lab, contact)	A	A	A	A				A	A
6.	Course number within the hundred	A	A	I	I				I	I
7.	Course number beyond the hundred	A	A	A	A				A	A
8.	Prerequisites	A	A	A	I				I	I
9.	Course fee(s)	A	--	A	--				A	I
10.	From U to G <i>or</i> G to U	A	A	A	A				A	A
11.	Cross list with another department: U or G level	A	A	A	A				A	A
12.	Department of record	A	A	A	A				A	A
13.	Open or close a course	A	A	A	A				A	A
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A				A	A

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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		COUNCIL ³										
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

COUNCIL ³										
	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	Board of Trustees
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R	A			--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I

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COUNCIL ³										
	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--	A			A	A	A
2.	Admission requirements	--	--	--	A			A	A	A
3.	Policies governing academic probation and suspension	--	--	--	A			A	A	A
4.	Requirements for graduating with honors	--	--	--	A			A	A	A
5.	Other academic policy changes	--	--	--	A			A	--	A

¹ Councils may request additional information about “Information” items. These items are approved as “Consent Agenda.”

² The Dean and Department should respond to the Provost’s recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

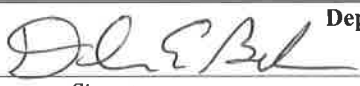
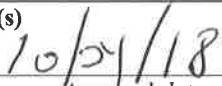
⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

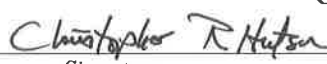
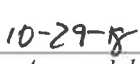
⁶ Courses that satisfy ACU’s University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and “not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession” (SACS 2.7.3). Departments may request exceptions to the first three criteria.

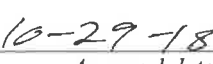
⁷ The UUAC approved the clarification that “general requirements for graduation” means the enumerated items in the “General Requirements for Bachelor’s Degrees” section of the catalog.

Revised 3-8-17

Curriculum/Catalog Changes Signature Page

	Department/School Chair(s)	
Signature		Approval date
Signature		Approval date

	College Academic Council(s)	
Signature		Approval date
Signature		Approval date

	Dean(s)	
Signature		Approval date
Signature		Approval date

Teacher Education Council		
Chair's signature		Approval date

General Education Council		
Chair's signature		Approval date

Undergraduate Academic Council		
Chair's signature		Approval date

Graduate Council		
Chair's signature		Approval date

Provost		
Signature		Approval date

Faculty		
Chair of faculty senate		Approval date

President		
Signature		Approval date

Child and Family Services, BS (CFS)

University Requirements

Please see the [University Requirements](#) section of this catalog.

Major Requirements

[BIBM 413 - Seminar in Adolescent Moral/Sexual Issues](#) Credit Hours: 3 *

[COMM 376 - Family Communication](#) Credit Hours: 3

[FAM 232 - Family Finances](#) Credit Hours: 3

[FAM 251 - Introduction to Family Studies](#) Credit Hours: 3 *

[FAM 262 - Intimate Relationships and Marriage](#) Credit Hours: 3

[FAM 275 - Child Development Ages 0-11](#) Credit Hours: 3

[FAM 280 - Child Development Ages 12-18](#) Credit Hours: 3

[FAM 356 - Human Intimacy](#) Credit Hours: 3

[FAM 362 - Families in Society](#) Credit Hours: 3

[FAM 385 - Family Theories: An Introduction](#) Credit Hours: 3

[FAM 452 - Parenting and Family Skills](#) Credit Hours: 3

[FAM 453 - Family Crises and Resiliency](#) Credit Hours: 3

[FAM 470 - Family Life Education Methodology](#) Credit Hours: 3

[FAM 485 - Ethics and Professional Development](#) Credit Hours: 3

(capstone and writing intensive course)

[FAM 495 - Family Studies Practicum](#) Credit Hours: 3

[GERO 352 - Adult Development and Aging](#) Credit Hours: 3

[FAM 365 - Research Methods in Child and Family Services](#) Credit Hours: 3

*Hours may also fulfill university requirements and are not included in total major hours

Total: 45~~2~~ Credit Hours

Electives

Minimum - ~~2730~~ Credit Hours