

Approval Chart for Curriculum Changes

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

Course Number HON 113 or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

Since BIOL 112 and BIOL 113 are changing numbers and names, we would like to request the same changes with the corresponding Honors Seminar courses. See attached documentation for requested changes.

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	UAC	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	I
5.	Number of hours (lecture, lab, contact)	A	A	A	A				A	I
⑥	Course number within the hundred	A	A	I	I				I	I
7.	Course number beyond the hundred	A	A	A	A				A	I
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	I
11.	Cross list with another department: U or G level	A	A	A	A				A	I
12.	Department of record	A	A	A	A				A	I
13.	Open or close a course	A	A	A	A				A	I
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A				A	I

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								Board of Trustees
Provost-Proposed Change		Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	
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

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.

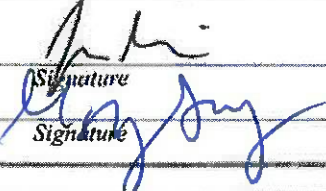
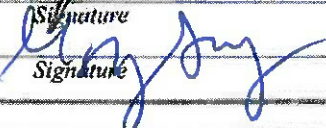
⁷ The UUAC approved the clarification that “general requirements for graduation” means the enumerated items in the “General Requirements for Bachelor’s Degrees” section of the catalog.

Revised 8-26-19

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
 Signature	16 Jan. 2020 Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
 Signature	2-21-2020 Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	2/20/20 Approval date
 Signature	3/17/2020 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

HON 413 123- General Introductory Biology II Honors Seminar

This zero-hour seminar provides students a supportive environment to reflect upon the nature of the relationship between the creation and its Creator from the perspective of the biological sciences with a Christian worldview. Corequisite: BIOL 442 121 or BIOL 413 123.

Re: BIOL and HON number changes

1 message

Eric Gumm <gummj@acu.edu>

Mon, Feb 17, 2020 at 4:06 PM

To: Karen Witemeyer <kmw03d@acu.edu>

Cc: Jennifer Huddleston <jrh11a@acu.edu>

Jennifer,

It makes sense to me to make an adjustment to the HON course numbers to correspond to the relevant BIOL course numbers and reduce potential student confusion - so this looks like a good plan to make the changes to HON 121 and 123 as long as the Honors College is in agreement with that change (since it is an HON course). Let us know if we can provide additional assistance.

In His Service,
Eric

Dr. Eric Gumm
Registrar and Director of the First-Year Program and Academic Development Center
Abilene Christian University
ACU Box 29104
Abilene, TX 79699-9104

On Mon, Feb 17, 2020 at 1:58 PM Karen Witemeyer <kmw03d@acu.edu> wrote:

Hi, Jennifer.

Thank for your email. I'm including Eric on this reply since he likes to have input on course numbers. I can confirm that HON 121 and 123 are available course numbers.

Eric - Are you good with moving forward with using these numbers?

Thanks!

~Karen

On Mon, Feb 17, 2020 at 1:29 PM Jennifer Huddleston <jrh11a@acu.edu> wrote:

Karen,

The Biology Department is changing the numbers on our General Biology/Introductory Biology courses. Rebecca Hunter or Jessica Smith has already been in contact with your office about this. Your office has given us BIOL 121 to replace BIOL 113 and BIOL 123 to replace BIOL 112. We also have HON 112 and HON 113. Could we change these to HON 121 and HON 123 to correspond to our BIOL changes? If it is not possible, that is fine. I am currently working on approval charts to update the names of the HON courses, but I thought a change in number would also be appropriate.

Dr. Jennifer R. Huddleston

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