Submit originals (including syllabus) and one copy and electronic copy to the Faculty Senate Office.
See http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/ for a complete description of the rules governing curriculum & course changes.

CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL
Attach a syllabus, except if dropping a course.

SUBMITTED BY:
Department: Applied Business, Paralegal
Prepared by: Ed Husted
Email Contact: eshusted@alaska.edu

1. COURSE IDENTIFICATION: As the course now exists.
   Dept: PLS  Course #: 299  No. of Credits: 3

2. ACTION DESIRED: ✓ Check the changes to be made to the existing course.
   Change Course: X  Drop Course: 
   If Change, indicate below what is changing.

   NUMBER  TITLE  DESCRIPTION
   PREREQUISITES  FREQUENCY OF OFFERING
   *Prerequisites will be required before a student is allowed to enroll in the course.

   CREDITS (including credit distribution)
   STANCED (400/600)
   X COURSE CLASSIFICATION
   Include syllabi.

   Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online see URL at top of this page.

   ADD NEW CROSS-LISTING
   Department & No. Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.
   OTHER
   (specify)

   STOP EXISTING CROSS-LISTING
   Requires notification of other department(s) and mutual agreement. Attach copy of email or memo.

   OTHER FORMAT (specify all that apply)
   Mode of delivery
   (specify lecture, field trips, labs, etc.)

   COURSE FORMAT:
   1 2 3 4 5 X 6 weeks to full semester
   Internship requires student to log 150 hours of work in a law or law-related office under the supervision of a licensed lawyer.
4. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

| H = Humanities | S = Social Sciences |

Will this course be used to fulfill a requirement for the baccalaureate core? **YES** | **NO**

IF YES*, check which core requirements it could be used to fulfill:

- O = Oral Intensive, *Format 6 also submitted
- W = Writing Intensive, *Format 7 also submitted
- Natural Science, *Format 8 also submitted

4.A **Is course content related to northern, arctic or circumpolar studies?** If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.

| YES | **NO**

5. **COURSE REPEATABILITY:**

| YES | **NO**

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? **TIMES**

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? **CREDITS**

6. **COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking, clearly showing the changes you want made.**

(Underline new wording, strike-through old wording and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)

Example of a complete description:

**PS F450 Comparative Aboriginal Indigenous Rights and Policies** (s)

3 Credits

Offered As Demand Warrants

Case Study Comparative approach in assessing Aboriginal to analyzing Indigenous rights and policies in different nation-state systems. Seven Aboriginal situations Multiple countries and specific policy developments examined for factors promoting or limiting self-determination. Prerequisites: Upper division standing or permission of instructor. (Cross-listed with ANS F450.) (3+0)

**PLS F299 Paralegal Studies Internship**

3 Credits

An internship involving a minimum of 150 hours of work under the supervision of an attorney, and, when available, a practicing paralegal for that attorney in a local law office or law-related situation. Must seek approval of faculty advisor for admittance. Note: Students meet as a class only once. All subsequent classes or meetings with UAF faculty advisor are arranged by individual student(s) and advisor. Prerequisites: Must have completed at least 75% of paralegal studies degree requirements with a minimum 2.8 cumulative GPA or approval of UAF faculty advisor. (3+0) (0+0+10)

7. **COMPLETE CATALOG DESCRIPTION AS IT SHOULD APPEAR AFTER ALL CHANGES ARE MADE:**

**PLS F299 Paralegal Studies Internship**

3 Credits

An internship involving a minimum of 150 hours of work under the supervision of an attorney, and, when available, a practicing paralegal for that attorney in a local law office or law-related situation. Must seek approval of faculty advisor for admittance. Note: Students meet as a class only once. All subsequent classes or meetings with UAF faculty advisor are arranged by individual student(s) and advisor. Prerequisites: Must have completed at least 75% of paralegal studies degree requirements with a minimum 2.8 cumulative GPA or approval of UAF faculty advisor. (3+0) (0+0+10)
GRADING SYSTEM: Specify only one.

LETTER: [X] PASS/FAIL: [ ]

ESTIMATED IMPACT
WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

There will be no budget, facilities, or faculty impact on the requested change. The sole purpose of the requested change is to accurately state the course’s credit distribution in the catalog.

LIBRARY COLLECTIONS
Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No [X] Yes [ ]

IMPACTS ON PROGRAMS/DEPTS:
What programs/departments will be affected by this proposed action? Include information on the Programs/Departments contacted (e.g., email, memo)

There will be no impact on any program or department. The sole purpose of the requested change is to accurately state the course’s credit distribution in the catalog.

POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

There will be no positive or negative impacts on other courses, programs or departments. The sole purpose of the requested change is to accurately state the course’s credit distribution in the catalog.

JUSTIFICATION FOR ACTION REQUESTED
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

The course’s credit distribution is currently listed in the catalog as “(3+0).” The course is a traditional internship course requiring 150 hours outside of the classroom under the supervision of a practicing lawyer. The correct credit distribution for the course, which is a 3-credit-hour course, covering 15 weeks, should be “(0+0+10).” The sole purpose of the change requested in this format is to accurately state the course’s credit distribution in the catalog.
# APPROVALS

(Additional signature blocks may be added as necessary.)

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<th>Signature, Chair, Program/Department of:</th>
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Offerings above the level of approved programs must be approved in advance by the Provost:

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<th>Signature of Provost (if applicable)</th>
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**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.**

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<thead>
<tr>
<th>Signature, Chair Faculty Senate Review Committee:</th>
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- ___Curriculum Review
- ___GAAC
- ___Core Review
- ___SADAC


### ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.

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Faculty Senate Review Committee:  
- Curriculum Review  
- GAAC  
- Core Review  
- SADAC

### ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking; add more blocks as necessary.)

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Note: If removing a cross-listing, attach copy of email or memo to indicate mutual agreement of this action by the affected department(s). If degree programs are affected, a Format 5 program change form must also be submitted.