

Submit original with signatures to Registrar's Office  
Send electronic copy to the Governance Office

**CHANGE COURSE (MINOR)**

**MINOR CHANGES INCLUDE ONLY THE FOLLOWING:**

1. Frequency of offering.
2. Minor editorial changes in title and/or course description.
3. Jointly approved proposals for cross-listing current courses. (Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.)  
(Stacking of 400/600 level courses is not considered a minor change.)
4. Change in course number that does not involve a change in lower/upper division status.
5. Internal departmental changes in NON-CORE course prerequisites. Changes do not affect courses (or degree programs) offered by other departments.

If changes cannot be considered "Minor" (as defined above), use the FORMAT 2 - CHANGE COURSE (MAJOR) and DROP COURSE form. Include program change form (Format 5 or 5A) as appropriate.

Catalog deadlines apply. Send Minor Change requests directly to the Registrar's Office after Dean's approval. (Please send informational e-copy to the UAF Governance Office.)

**SUBMITTED BY:**

Department	<b>Developmental Education</b>	College/School	<b>CRCD</b>
Prepared by	<b>C. Hardy</b>	Phone	<b>-5983</b>
Email Contact	<b>clhardy@alaska.edu</b>	Faculty Contact	<b>Cindy Hardy, Developmental Education</b>

See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/> for a complete description of the rules governing curriculum & course changes.

**1. COURSE IDENTIFICATION:**

Dept	<b>DEVE</b>	Course #	<b>F060</b>	No. of Credits	<b>3</b>
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<b>COURSE TITLE</b>	<b>Preparatory College Writing I</b>
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**2. ACTION DESIRED:** Indicate what is changing with an "X" or checkmark:

<b>NUMBER</b>	<input type="checkbox"/>	<b>TITLE</b>	<input type="checkbox"/>	<b>DESCRIPTION</b>	<input checked="" type="checkbox"/>
<b>PREREQUISITES</b>	<input type="checkbox"/>	<b>FREQUENCY OF OFFERING</b>		<input type="checkbox"/>	
<b>CROSS-LISTED</b>	<input type="checkbox"/>	Dept.	<input type="checkbox"/>	(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)	

**3. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG:** including dept., number, title and credits. (Use online Catalog to cut and paste.)

DEVE F060 Preparatory College Writing I

3 Credits

Intensive work in the process of writing and revising to improve one's writing skills. *Prerequisites: Appropriate placement test scores or permission of instructor. (3+0)*

**4. MARK-UP OF COMPLETE CATALOG DESCRIPTION ILLUSTRATING CHANGES:** (Underline new wording ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)

**DEVE F060 Preparatory College Writing I**

3 Credits

**Intensive basic work in the process of writing and revising to improve one's writing skills paragraphs and short academic papers. Focus on basic sentence and paragraph structure, revision techniques, and basic critical reading in the academic context. Prerequisites: Appropriate placement test scores. Co-requisite DEVS F052 Reading Enhancement. (3+0)**

**5. IS THIS COURSE CURRENTLY CROSS-LISTED?**

**YES/NO**  **NO**  **If Yes, DEPT**  **NUMBER**

(Requires written notification of each department and dean involved. Attach a copy of written notification.)

**6. ESTIMATED IMPACT**

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

None.

**7. 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)**

None.

**JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the department and campus-wide curriculum committees is to scrutinize course change 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 drop a prerequisite, is it because the material is covered elsewhere? 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.

**This change is a result of writing placement changes approved by the Faculty Senate Fall 2013, which align UAF's writing placement ranges with those of UAA/UAS. Because the new placement scores combine reading and sentence skills scores, and because research indicates that reading and writing skills support and enhance each other, students will be placed in DEVE 060 and DEVS 052 as co-requisites. This change also updates the course description so that it is more detailed and better reflects the content of the course as currently taught, the new placement process, and co-requisites.**

**APPROVALS: Add signature blocks as necessary (e.g., cross listing approvals)**

 **Date**

**Signature, Chair, Program/Department of:**

*Developmental Education*

**Signature, Chair, College/School Curriculum Council for:**  **Date**

**Signature, Dean, College/School of:**

**Signature, Dean, College/School of:**  **Date**

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE REGISTRAR'S OFFICE

[Signature Line]

Date

[Date Line]

Received Registrar's Office