

UNIVERSITY OF MARY WASHINGTON – CHANGE COURSE CREDIT PROPOSAL

Electronically submit this completed form with attachments in one file to the Chair of the College Curriculum Committee.

COLLEGE (check one):		<input checked="" type="checkbox"/> Arts and Sciences	x	<input type="checkbox"/> Business	<input type="checkbox"/> Education			
Proposal Submitted By: Jackie Gallagher			Date Prepared: January 9 2019					
Course Title: Independent Study								
Department/discipline and course number:			Geography / MSGA 591					
Current number of credits:		4	Revised number of credits proposed:		1-4			
Will this course meet for at least 700 contact minutes for each credit hour proposed? <i>If no, provide a credit hour justification.</i>					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 33%;">YES</td> <td style="text-align: center; width: 33%;"><input checked="" type="checkbox"/></td> <td style="text-align: center; width: 33%;">NO</td> </tr> </table>	YES	<input checked="" type="checkbox"/>	NO
YES	<input checked="" type="checkbox"/>	NO						

Date of first offering of this revised course: FALL SEMESTER, year		2019
Proposed frequency of offering of the revised course:		As requested (not a scheduled course)
List the faculty who will likely teach the revised course:		Rizzo, Millones, Yin, Hanna

This revised course will be (check all that apply):		
Required in the major*	<input type="checkbox"/>	General Elective
Elective in the major*	x	General Education**

**If the revised course changes major requirements in any way, a separate major program change proposal must be submitted.*

***AFTER the credit change is approved, a separate proposal must be sent to the General Education Committee.*

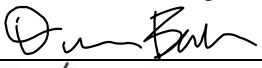
REQUIRED ATTACHMENTS:

1. **Rationale Statement** – Why is a change in this course’s credit hours needed? What purposes will the change in credit hours serve?
2. **Credit Hour Justification** (if required) – explain how this course will comply with the **UMW Credit Hours Policy (D.5.1)**
3. **Impact Statement** – Provide details about the Library, space, staffing, budget, and technology impacts created by changing the credit hours for this course. Include supporting statements from the Library, IT Department, etc. as needed. **Any change that impacts another Department must have a written statement (such as a copy of an email) from the Chair(s) agreeing to the change.**
4. **Syllabus** – include a copy of the course’s current syllabus and a revised syllabus showing how the course will change as a result of the addition (or deletion) of credit hours.

Revised Catalog Description (include if this is needed to accurately reflect changes in the course; suggested length is less than 50 words):
<p><i>591 – Independent Study (1-4)</i> With permission from the director of the GIS program, this course may substitute for one MSGA elective course. Students will work with a faculty member to create a set of readings and assignments culminating in a project equivalent to those assigned in the course which they are substituting, over the course of one to four semesters. Application of appropriate geospatial technologies is expected.</p>

Department Chair Approval*: Jackie Gallagher _____

Date: Jan 11 2019

CCC Chair Approval:  _____

Date: 1/24/2019

Dean Approval:  _____

Date: 1/24/2019

*COB and COE proposals approved by the Associate Dean.

BEFORE consideration by the UCC, the proposal must be approved the two levels noted above. Approval by the UCC, UFC, and Provost** are noted on the proposal “status history” at the UCC web site.

***Provost approval is required for program changes involving changes to credit hours of courses in the program’s requirements.*

1. Rationale Statement:

This 4-credit course was originally designed as an Independent Study that MSGA students who were already conversant with topics in either of two required classes could use to substitute for one or the other of those courses. It has been used once since inception of the program in fall 2014. In proposed changes to the program during fall 2018, the Independent Study can be used to substitute for any of the 3 elective courses. I realize that we should have submitted a change to the description of MSGA 591 at that time; an appropriate new description is included here.

We have since realized that some students would significantly benefit from being able to take one extra credit of coursework per semester, so we are proposing to make the Independent Study available for variable credit, 1-4 credits per semester. We don't anticipate that many students will want this option, but we think it is important to have it as it impacts veteran's GI Bill benefits and the availability of financial aid.

The Departments of Education and Veterans Affairs define student status based on enrollment as follows:

- Full Time – 9 or more credits
- Part Time – fewer than 9 credits
- $\frac{3}{4}$ Time – 6 credits
- More than $\frac{1}{4}$ time but less than $\frac{1}{2}$ time – 3 credits

All of our MSGA courses are 4 credits – thus a veteran taking one class (4 credits) per semester is classified as more than $\frac{1}{4}$ but less than $\frac{1}{2}$ time, and one taking two courses (8 credits) is classified as more than $\frac{3}{4}$ time but still part time.

For students taking one 4-credit course, being able to add one more credit (total of 5 in a given semester) would allow them to count at more than half time, less than three-quarters time. Veterans would be eligible to receive an additional GI Bill Monthly Housing Allowance (per Kevin Caffrey, Registrar), and other students would qualify for financial aid.

It should be noted that, if these credits are to be paid for by the GI Bill, they have to be part of the student's degree program. Normally, the individual study is used to replace one elective MSGA course. It would be possible, if the student and instructor(s) worked it out ahead of time and made sure that the successive credits were building in the same topic area, for four individual 1-credits of Individual Study to substitute for one class. This would allow a student to graduate in 6 semesters (not including summers) while taking 5 credits at a time, in the following way:

1. 510 (4) + 591 (1)
2. 540 (4) + 591 (1)
3. 550 (4) + 591 (1)
4. 5xx (4) + 591 (1)
5. 5xx (4) + 595 (1)
6. 5 more credits of 595

Alternatively, the student may simply take an additional full 4-credit class and the 1-credit studies are be considered "extra".

A change to the catalog description is required:

Current Language:

Students may propose to take an **independent study** (MSGA 591) instead of one of the offered elective courses. Students proposing an independent study will work with a faculty sponsor to create a set of readings and assignments culminating in a project equivalent to the assignments in the course for which the independent study is a substitute. Decision on whether to allow a student to pursue MSGA 591 will be based on an assessment of the student's work history, publications and reports, interviews with faculty, and the appropriateness of the proposed independent study project.

New Language:

Students may propose to take four credits of independent study (MSGA 591) instead of one of the offered elective courses. Students proposing an independent study will work with a faculty sponsor to create a set of readings and assignments culminating in a project equivalent to the assignments in the course for which the independent study is a substitute. Decision on whether to allow a student to pursue MSGA 591 will be based on an assessment of the student's work history, publications and reports, interviews with faculty, and the appropriateness of the proposed independent study project. Given appropriate planning, it is possible for the student to build work on a single topic over four successive semesters in the 1-credit format, thereby using MSGA 591 to substitute for one of the offered elective courses.

Original course description:

591 – Independent Study (4) With permission from the director of the GIS program, this course may substitute for MSGA 550 or 580. Students will work with a faculty member to create a set of readings and assignments culminating in a project equivalent to those assigned in the course which they are substituting. Application of appropriate geospatial technologies using the computer laboratory is expected.

New course description:

591 – Independent Study (1-4)

With permission from the director of the GIS program, this course may substitute for one MSGA elective course. Students will work with a faculty member to create a set of readings and assignments culminating in a project equivalent to those assigned in the course which they are substituting, over the course of one to four semesters. Application of appropriate geospatial technologies is expected.

2. **Credit Hour Justification:** this is an independent study and would meet for the equivalent of 1 through 4 credit hours per semester as determined by the faculty member and student, not in a formally-scheduled format.
3. **Impact Statement:** this independent study has an impact on faculty time so would only be used if the faculty member agreed. It would use software, laboratory space, library materials and so on that already exist.
4. **Syllabus:** none provided – this is an independent study.