Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COLA   Dept/Division: English   Current Alpha Designator/Number: ENG 508

Contact Person: Kristen Lillvis   Phone: 304-696-6269

CURRENT COURSE DATA:

Course Title: Advanced Expository Writing

Alpha Designator/Number: | E | N | G | 5 | 0 | 8 | | | |

Title Abbreviation: | A | d | v | | E | x | p | o | s | i | t | o | r | y | | W | r | i | t | i | n | g | | |

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _Allison E Carey_	Date	3/13/2018
Registrar _Sonya A C_	Date	9/13/18
College Curriculum Chair _Meena Attams_	Date	9/19/18
Graduate Council Chair _____	Date	

Rec'd In COLA Office
Date: 9-14-18

Form updated 10/2011

College: COLA   Department/Division: English   Alpha Designator/Number: ENG 508

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES   ☐ NO

From | A | d | v | a | n | c | e | d | | E | x | p | o | s | i | t | o | r | y | | W | r | i | t | i | n | g | | | (limited to 30 characters and spaces)

To | W | r | i | t | i | n | g | | i | n | | t | h | e | | D | i | g | i | t | a | l | | W | o | r | l | d |

If Yes, Rationale | The UCC approved the same title change for the corresponding undergraduate course (ENG 408). Since the courses are taught concurrently, we would like to make sure the title is the same for both levels. Additionally, the course is currently being taught with an emphasis on writing in the digital world. This title change will allow the title to match the content and be more comprehensible to students who have not read the course description.

Change in COURSE ALPHA DESIGNATOR:

From: [   ]   To [   ]   ☐ YES   ☒ NO

If Yes, Rationale | NA

Change in COURSE NUMBER: ☐ YES   ☒ NO

From: [   ]   To: [   ]

If Yes, Rationale | NA

Change in COURSE GRADING

From ☐ Grade   To ☐ Credit/No Credit

Rationale | NA

Change in CATALOG DESCRIPTION: ☒ YES   ☐ NO   IF YES, fill in below:

From | Development and refinement of writing skills—description, organization, and style—with an emphasis on informative and explanatory genres.

To | Development of writing skills and strategies with an emphasis on digital texts and genres.

If Yes Rationale | The course will continue to focus on the development of writing skills in exploratory and informative genres, but the change to the description will more accurately reflect the digital writing the class covers. The UCC has approved this change (408).

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From | NA

To | NA

Change in COURSE CONTENT: ☐ YES ☒ NO

From | NA

To | NA

Rationale | NA

College: COLA   Department: English

Course Number/Title ENG 508

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE	COURSE NUMBER CHANGE	COURSE TITLE CHANGE
Department:	Department:	Department:
Course Number and Title:	Current Course Number/Title:	Current Course Number/Title:
Rationale:	New Course Number:	New Course Title:
Course Description (old)	Rationale:	Rationale:
Course Description: (new)	Catalog Description:	Catalog Description:
Catalog Description:	Credit hours:	

COURSE DESCRIPTION CHANGE
Department: English
Course Number and Title: ENG 508
Rationale: The course will continue to focus on the development of writing skills in exploratory and informative genres, but the change to the description will more accurately reflect the digital writing the class covers. The UCC has approved this change (408).
Course Description (old) Development and refinement of writing skills—description, organization, and style—with an emphasis on informative and explanatory genres.
Course Description: (new) Development of writing skills and strategies with an emphasis on digital texts and genres.
Catalog Description: Development and refinement of writing skills—description, organization, and style—with an emphasis on informative and explanatory genres.

COURSE TITLE CHANGE
Department: English
Current Course Number/Title: ENG 508: Advanced Expository Writing
New Course Title: Writing in the Digital World
Rationale: The UCC approved the same title change for the corresponding undergraduate course (ENG 408). Since the courses are taught concurrently, we would like to make sure the title is the same for both levels. Additionally, the course is currently being taught with an emphasis on writing in the digital world. This title change will allow the title to match the content and be more comprehensible to students who have not read the course description.
Catalog Description: Development and refinement of writing skills—description, organization, and style—with an emphasis on informative and explanatory genres.