

Submit originals and one copy and electronic copy to Governance/Faculty Senate Office  
See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

**CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL**

**SUBMITTED BY:**

Department	MUSIC	College/School	CLA
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**1. COURSE IDENTIFICATION:**

Dept **MUS** Course # **F601** No. of Credits **3**

**COURSE TITLE** **Introduction to Graduate Study**

**2. ACTION DESIRED:**

Change Course ☒ If Change, indicate below what change. Drop Course ☐

<b>NUMBER</b>		<b>TITLE</b>		<b>DESCRIPTION</b>	<input checked="" type="checkbox"/>
<b>PREREQUISITES</b>	<input checked="" type="checkbox"/>			<b>FREQUENCY OF OFFERING</b>	<input checked="" type="checkbox"/>
<b>CREDITS (including credit distribution)</b>		<input checked="" type="checkbox"/>		<b>COURSE CLASSIFICATION</b>	
<b>CROSS-LISTED</b>		Dept.		(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)	
<b>STACKED (400/600)</b>		Dept.		Course #	
<b>Include syllabi.</b>					
<b>OTHER (please specify)</b>					

**3. COURSE FORMAT**

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

**COURSE FORMAT:** (check all that apply) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ 6 weeks to full semester

**OTHER FORMAT (specify all that apply)**

Mode of delivery (specify lecture, field trips, labs, etc)

**Lecture**

**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, ☐ W = Writing Intensive, ☐ Natural Science, ☐  
Format 6 also submitted ☐ Format 7 submitted ☐ Format 8 submitted ☐

**5. COURSE REPEATABILITY:**

Is this course repeatable for credit? **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. **CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG:** including dept., number, title and credits

**MUS F601 Introduction to Graduate Study**

3 Credits

Materials, techniques and procedures for research in music. Examination of bibliographic sources. Required of all graduate students in music. Students should register for this class during their first fall semester in residence. Prerequisites: Provisional admission to graduate study and permission of instructor. (3+0)

7. **COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES:** (Underline new wording ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.) **PLEASE SUBMIT NEW COURSE SYLLABUS.** For stacked courses the syllabus must clearly indicate differences in required work and evaluation for students at different levels.

**MUS F601 Introduction to Graduate Study**

~~3~~ 2 Credits    Offered Spring

Students will gain experience with materials. ~~Materials, techniques, bibliographic sources and procedures for conducting scholarly research and writing in music. Examination of bibliographic sources. Required of all graduate students in music. Students should register for this class during their first fall semester in residence.~~ Prerequisites: Provisional admission to graduate study and permission of instructor. (3+0) Prerequisites: Graduate standing and permission of instructor. (2+0)

8. **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.)

9. **GRADING SYSTEM:** Specify only one

LETTER: ☒ X

PASS/FAIL: ☐

10. **ESTIMATED IMPACT**

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

There are no impacts on budget, facilities/space, or faculty by the proposed changes.

11. **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 ☐

☐ N/A to proposed changes

12. **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)

No programs outside of the Department of Music would be affected by the proposed changes.

13. **POSITIVE AND NEGATIVE IMPACTS**

Please specify **positive** and **negative** impacts on other courses, programs and departments resulting from the proposed action.

There are no impacts positive or negative on other courses, programs and departments.

#### 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.


This course would now be offered as a 2 credit course, meeting two hours per week in a lecture/discussion format. The reduction in contact hour and credit reflects the fact that a significant component in the course—the examination of bibliographic sources—has increasingly become an online database activity involving study directed outside of the classroom. The remaining topics and lecture can be accommodated fully within two contact hours per week. Also, the reduction in credit for MUS 601 provides more room in the program credits for a proposed new required course, MUS 632 Topics in Music Theory (3 credits), which is anticipated for Spring 2013.


The changes to the course description reflect:

- 1) change in number of course credits
- 2) that the course will now be offered only in Spring semesters
- 3) change in the prerequisites, in response to the Spring-only offering. The former prerequisite, including “provisional admission to graduate study”, applied when the course was offered only in Fall, as incoming first-year students enrolling in the course had yet to complete all Department audition and entrance exam requirements. Given the proposed Spring semester offering, this situation no longer exists, and the prerequisite has been modified accordingly.

#### APPROVALS:

	Date	12/7/11
Signature, Chair, Program/Department of:		

	Date	12/7/2011
Signature, Chair, College/School Curriculum Council for: CCA		

	Date	12-15-11
Signature, Dean, College/School of: CCA		

	Date	
Signature of Provost (if applicable)		

Offerings above the level of approved programs must be approved in advance by the Provost.

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

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		