Graduate Curriculum Committee
February 10, 2014
12:00, MH 395

AGENDA

1) Welcome and call to order

2) Approval of minutes from the last meeting

3) Suspension of admissions to the DNP Adult-Gero CNS track-CON. **Tabled on 1/27.**

4) Addition of MA Ed Leadership SASS track-CEDHP

5) Addition of SASS graduate certificate-CEDHP

6) Revision to the MA in Ed Leadership-CEDHP

7) Suspension of admissions to the MS in Taxation-CBA

8) Revisions to the Master of Nonprofit Management-COHPA

9) Revisions to the Master of Nonprofit Management Out-of-State Cohort-COHPA

10) Revisions to the Master of Science in Urban and Regional Planning-COHPA

11) Courses and special topics

12) Adjournment

Members of the Graduate Council Curriculum Committee:
Tosha Dupras, COS (Chair)
Deborah Breiter, RCHM
Donna Malvey, COHPA
Charles Kelliher, CBA
Patrick Murphy, CAH
Art Weeks, CECS
Joyce Nutta, CEHP
Terrie Sypolt, LIB
Julee Waldrop, CON
Boris Zeldovich, COP
Antonis Zervos, COM
Lucretia Cooney, GSA
Max Poole, CGS Liaison

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for this type of change.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). For revisions – attach the catalog copy **showing changes (use Track Changes in Word)**.

College/Unit(s) Submitting Proposal: College of Nursing

Proposed Effective Term/Year: Fall 2013

Unit(s) Housing Program: College of Nursing

Name of program, track and/or certificate: DNP Adult/Gerontology Clinical Nurse Specialist

Brief description of program (this description will show up in the graduate catalog copy): *Do not add complete catalog copy here.*

As shown in catalog

DELIVERY - Will program be delivered: ☐ Face to face ☐ Completely online ☑ Mixed delivery

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

Same

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

Same

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Susan K. Chase, susan.chase@ucf.edu, 407-823-6274

University Tower

www.nursing.ucf.edu

Signature Page

RECOMMENDATIONS

☐ Yes ☐ No **Department Chair:** Susan K. Cleve **Date:** 1/7/2014

☒ Yes ☐ No **College Curriculum Committee Chair:** Dawn Andrews **Date:** 1/7/2014

☒ Yes ☐ No **College Dean:** [signature] **Date:** 1/7/14

☐ Yes ☐ No **Chair or GSC:** _____ **Date:** _____

☐ Yes ☐ No **Dean, College of Graduate Studies:** _____ **Date:** _____

APPROVAL

Provost and Executive Vice President: _____ **Date:** _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate; University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.)**

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

☐ **Yes** ☐ **No**

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☐ **Yes** ☐ **No**

Name Change

Are you changing the name of an existing program, track, or certificate? ☐ **Yes** ☐ **No**

If yes, provide the new name of the program, track, or certificate:

Provide the name of the current program, track, or certificate:

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

Will students have the option to stay in their existing program, track, or certificate? ☐ **Yes** ☐ **No**

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

☐ **Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)**

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **Emails showing consultation with other units. (if applicable)**

☐ **If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.**

☐ **If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.**

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? ☑ **Yes** ☐ **No**

If yes, number of current students:

2 students are currently enrolled.

Please specify the intended time period of inactivation or suspension:

2 years - Fall 2013 - Fall 2015

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

The track will be removed from the online application. A notation will be entered in the graduate catalog indicating length of suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment. Course will be offered through Fall 2014.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014

Checklist of items to be provided:

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **E-mails showing consultation with other units. (if applicable)**

TEACH OUT PLAN FOR DNP ADULT-GERONTOLOGY CNS TRACK

SPRING 2013 -	NGR 6723, NGR 6758L, NGR 6813, ELECTIVE
SUMMER 2013 -	NGR 6813, ELECTIVE
FALL 2013 -	NGR 7065, NGR 7748L, NGR 7673
SPRING 2014 -	NGR 7892, NGR 6874, NGR 7827
SUMMER 2014 -	NGR 7974, NGR 7948
FALL 2014 -	NGR 7974, NGR 7948

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

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PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year.** Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15.** Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). For revisions – attach the catalog copy **showing changes (use Track Changes in Word).**

College/Unit(s) Submitting Proposal: CEDHP-HEPS

Proposed Effective Term/Year: FAll 2014

Unit(s) Housing Program: CFCS

Name of program, track and/or certificate: Track

Brief description of program (this description will show up in the graduate catalog copy): *Do not add complete catalog copy here.*

Educational Leadership - Student Athlete Support Services Track - Program to prepare student support personnel for athletic departments.

DELIVERY - Will program be delivered: ☐ Face to face ☐ Completely online ☑ Mixed delivery

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

Same as current program

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

Same as current program. Students will be admitted directly to certificate

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

J. Thomas Owens, james.owens@ucf.edu

407-823-4280, Education Complex ED320D

http://education.ucf.edu/highered/

Please check one: this action affects a: ☐ Program ☑ Track ☐ Certificate

Please check one: this action is a(n):

☑ Addition. Please proceed to Part A.

☐ Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

☐ Inactivation

☐ Temporary Suspension of Admissions. Give Length of Suspension:

Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

RECOMMENDATIONS

☑ Yes	☐ No	Department Chair:	Date:	1/9/14
☑ Yes	☐ No	College Curriculum Committee Chair:	Date:	1/21/14
☑ Yes	☐ No	College Dean:	Date:	1/22/14
☐ Yes	☐ No	Chair or GSC:	Date:	
☐ Yes	☐ No	Dean, College of Graduate Studies:	Date:	

APPROVAL

Provost and Executive Vice President: _____ **Date:** _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate; University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

Over the last few years we have had numerous students express an interest in increased specialization to prepare them to work with the particular needs of student athletes With the addition of these courses we will be able to provide this track without taxing current instructional personnel. The new track only involves three new courses with ten remaining courses currently part of our planned rotation.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.)**

The current MA in Ed Leadership-SPS requires 39 hours and there will be no changes for SASS track. Changes are to eliminate an elective and two current course from the SPS track and replace them with Academic Success and the Student Athlete, Athletics in the American University and The Adult Learner.

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

☐ Yes ☑ No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☑ Yes ☐ No

Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☑ No

If yes, provide the new name of the program, track, or certificate:
No student will be moved but the new track will be MA Ed Leadership - Student Athlete Support Services

Provide the name of the current program, track, or certificate:

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.
There is no name change associated with this request. We wish to add a track and a certificate.

Will students have the option to stay in their existing program, track, or certificate? ☑ **Yes** ☐ **No**

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

75% of the courses for the new track are currently taught by exsiting faculty. Dr. Thomas Cox will teach on The Adult Learner, Dr. Rosa Cintron will teach the course on Academic Success and the Student Athlete and Dr, Tom Owens will teach the course on Athletics in the American University. Brief faculty bios are attached to this form.

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

Not unless the choose to change into the new track.

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

The track involves a single program area in a single department. We are adding three new courses. There are no duplicate courses. I have had face to face meetings with Todd Stansbury, Mark Gumble, Jessica Reo, Kimya Massey, Courtney Vinson, Keith Embray and Jay Hoffman. All were able to provide valued input and confrimed that the courses and track duplicate nothing currently offered.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

There is no licensure or certification associated with this degree/certificate. Based on student surveys we anticipate that students with an interest in working in athletic student support services will apply.

	Year 1	Year 2	Year 3
Headcount	10	20	30
SCHs	240	390	630

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

They will be employed in university athletic departments in academic support services, student life skills development and compliance.

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1	0	0	0	0	0
Year 2	0	0	0	0	0
Year 3	0	0	0	0	0

Checklist of items to be provided:

☐ **Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)**

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **Emails showing consultation with other units. (if applicable)**

☐ **If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.**

☐ **If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.**

Part B -- For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? ☐ **Yes** ☐ **No**

If yes, number of current students:

_____

Please specify the intended time period of inactivation or suspension:

_____

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012

Checklist of items to be provided:

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **E-mails showing consultation with other units. (if applicable)**

Faculty Bios for MA Educational Leadership – Student Athletic Support Services Track

Rosa Cintron – Dr. Cintron earned her Ph.D. at Florida State University in Higher Education, graduating in the early 1990's after having been a successful administrator/staff at various institutions in New York and Illinois. She served as a faculty member at the University of Oklahoma for 13 years holding an appointment in the Adult and Higher Education Program. During that time she served as faculty-in-residence for 5 years and as Dean of the University College for 3 years. In 2006 she came to the University of Central Florida in the Higher Education and Policy Studies program area. She provides the conceptual introduction to all UCF higher education students through her History and Philosophy course. While her research and teaching demonstrate numerous strengths, she is particularly passionate about helping students understand current research on student retention and success.

Thomas Cox – Dr. Cox earned his degree from the University of Memphis in Adult and Higher Education. Prior to entering doctoral studies he had considerable experience as an academic advisor, coordinator and instructor. Upon graduation he accepted an offer from the University of Houston, Victoria where he developed the M.A. program in Adult and Higher Education Leadership. Dr. Cox joined the faculty at the University of Central Florida in August of 2012 where he coordinates the Community College track of the M.A. in Educational Leadership – Community College Track. While his expertise is broad, it is primarily centered on adults in educational contexts.

Tom Owens – Dr. Owens has been teaching at the university level for around 25 years. His degree was earned in the Department of Educational Foundations and Policy Studies. During these years he worked at the Center for Policy Studies in Education while teaching classes in the social context of education. While at the University of Oklahoma he worked closely with student affairs in various capacities while holding a joint appointment between International and Area Studies and the College of Education. He currently serves and the coordinator of the Higher Education and Policy Studies at the University of Central Florida teaching courses in Finance and Policy.

Proposed Student Athlete Support Services (SASS) Track
Higher Education- M.A. Ed Leadership

Prefix #	Course Title	SEM-YR
AREA A: Co-Requisites (6 min hrs)		
EDF 6481	Fundamentals of Graduate Research in Education	SP-1
EDF 6432	Measurement & Evaluation in Education	F-2
AREA B: Specialization (27 min hrs)		
EDH 6635	Organization & Administration of Higher Education	F-2
EDH 6065	History & Philosophy of Higher Education	F-1
EDH 6407	Ethical & Legal Issues in Student Personnel	SP-1
EDH 6634	Student Personnel Services in Higher Education	F-1
EDH 6047	Theories of College Student Development	SP-1
EDH 6935	Capstone Seminar Student Personnel	SP-2
EDH 6XXX NEW	Athletics in the American University	F-1
EDH 6XXX NEW	Academic Success and the Student Athlete	SU-1
EDH 6XXX NEW	The Socio-Historical Context of Adult Education	F-2
AREA C: Professional Field Experience (6 credit hrs)		
EDH 6946	Higher Education Internship	SP-2
EDH 6947	Higher Education Practicum	SU-1

Fifteen hour certificate in **Student Athlete Support Services**

Two required courses (for a total of 6 hours)

EDH 6065 History & Philosophy of Higher Education
EDH 6XXX Athletics in the American University

Understanding of Higher Education and Students (select one of the following for a total of 3 hours)

EDH 6635 Organization & Administration of Higher Education
EDH 6634 Student Personnel Services in Higher Education
EDH 6047 Theories of College Student Development

Understandings of Students Services for Athletes (select two of the following for a total of 6 hours)

EDH 6407 Ethical and Legal Issues in Student Personnel
EDH 6XXX Academic Success and the Student Athlete
EDH 6XXX The Socio-Historical Context of Adult Education

Educational Leadership MA

Higher Education/Student Personnel Track

Program Tracks

- Higher Education/Student Personnel
- Higher Education/Community College Education
- Student Athlete Support Services (SASS)

Program Disciplines

This program belongs to the following disciplines:

- Education

FEEDBACK

College : Education and Human Performance Degree :MA
Department : Child, Family and Community Sciences Option : Nonthesis
Program Websites : http://education.ucf.edu/highered/

TRACK DESCRIPTION

The MA in Educational Leadership—Student Athlete Support Services (SASS) Track prepares student support personnel for professional career positions working in athletic departments.

CURRICULUM

Total Credit Hours Required:
39 Credit Hours Minimum beyond the Bachelor's Degree

The Higher Education/Student Personnel track in the Educational Leadership MA program requires a minimum of 39 credit hours beyond the bachelor's degree, including six credit hours of core courses, 27 credit hours of specialization, six credit hours of professional field experience, and passing a comprehensive exam at the end of studies.

The MA program does not fulfill state certification requirements.

Required Courses—30 Credit Hours

Core—6 Credit Hours

- EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)
- EDF 6432 Measurement and Evaluation in Education (3 credit hours)

Specialization—27 Credit Hours

~~Select 8 courses from the following list.~~

- EDH 6635 Organization and Administration of Higher Education (3 credit hours)
- EDH 6065 History and Philosophy of Higher Education (3 credit hours)
- ~~EDH 6505 Finance in Higher Education (3 credit hours)~~
- EDH 6935 Capstone Seminar in Student Personnel (3 credit hours)
- EDH 6407 Ethical and Legal Issues in Student Personnel (3 credit hours)
- EDH 6634 Student Personnel Services in Higher Education (3 credit hours)
- ~~EDH 6044 Career Exploration in Higher Education (3 credit hours)~~
- EDH 6047 Theories of College Student Development (3 credit hours)
- ~~EDH 6105 Retention Strategies in Colleges and Universities (3 credit hours)~~
- **EDH 6XXX Athletics in the American University**
- **EDH 6XXX Academic Success and the Student Athlete**
- **EDH 6XXX The Socio-Historical Context of Adult Education**

~~Elective Courses—3 Credit Hours~~

- ~~Electives approved by adviser~~

Professional Field Experience—6 Credit Hours

- EDH 6946 Higher Education Internship (3 credit hours)
- EDH 6947 Practicum in Student Personnel (3 credit hours)

INDEPENDENT LEARNING

Both an internship and practicum are required for completing the degree, in addition to a capstone seminar.

Application Requirements

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the Admissions section of the Graduate Catalog. Applicants must apply online. All requested materials must be submitted by the established deadline.

In addition to the general UCF graduate application requirements, applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Official, competitive GRE score taken within the last five years.
- Three letters of recommendation, with one being from a staff, administrator, or faculty at a college or university familiar with your involvement or engagement in postsecondary education.
- Resumé.
- Personal statement explaining your past, present, and future involvement in events or activities related to your development in Student Athlete Support Services.

An individual and group interview may be required. The Higher Education/Student Personnel track admits in fall and spring terms only.

Application Deadlines

All application materials must be submitted by the appropriate deadline listed below.

Higher Education/Student Personnel	Fall Priority	Fall	Spring	Summer
Domestic Applicants	Jan 15	Jul 15	Dec 1	-
International Applicants	Jan 15	Jan 15	Jul 1	-
International Transfer Applicants	Jan 15	Mar 1	Sep 1	-

FINANCIALS

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies Funding website, which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The Financial Information section of the Graduate Catalog is another key resource.

Fellowships

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see UCF Graduate Fellowships, which includes descriptions of university fellowships and what you should do to be considered for a fellowship.

Program Profile

Read Profile +

Contact Info

Graduate Program

Tom Owens PhD

james.owens@ucf.edu
Telephone: 407-823-4280
Education 320D [redacted]

Graduate Admissions

Nicole Arft

gradadmissions@ucf.edu
Telephone: 407-823-2766 ext. 253

Millican Hall 230 [redacted]
Online Application
Graduate Admissions

Mailing Address

UCF College of Graduate Studies
Millican Hall 230
PO Box 160112
Orlando, FL 32816-0112

Institution Codes

GRE: 5233
GMAT: RZT-HT-58
TOEFL: 5233
ETS PPI: 5233

Graduate Fellowships

Grad Fellowships

Telephone: 407-823-0127
gradfellowship@ucf.edu
www.graduate.ucf.edu

Graduate Financial Aid

UCF Student Financial Assistance
Millican Hall 120
Telephone: 407-823-2827
Appointment Line: 407-823-5285
Fax: 407-823-5241
finaid@ucf.edu
http://finaid.ucf.edu

UCF Stands For Opportunity

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UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

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College/Unit(s) Submitting Proposal: CEDHP-HEPS

Proposed Effective Term/Year: FAll 2014

Unit(s) Housing Program: CFCS

Name of program, track and/or certificate: Certificate

Brief description of program (this description will show up in the graduate catalog copy): *Do not add complete catalog copy here.*

Educational Leadership - Certificate - Student Athlete Support Services - To provide basic understandings of student support services in athletics.

DELIVERY - Will program be delivered: ☐ Face to face ☐ Completely online ☑ Mixed delivery

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

Same as current program

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

Same as current program. Students will be admitted directly to track.

Program Director(s) and contact Information: (name, email, phone, campus address, program website address)

J. Thomas Owens, james.owens@ucf.edu

407-823-4280, Education Complex ED320D

http://education.ucf.edu/highered/

Please check one: this action affects a: ☐ Program ☐ Track ☑ Certificate

Please check one: this action is a(n):

☑ Addition. Please proceed to Part A.

☐ Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

☐ Inactivation

☐ Temporary Suspension of Admissions. Give Length of Suspension:

Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

RECOMMENDATIONS

☐ Yes	☐ No	Department Chair:		Date: 1/5/14
☑ Yes	☐ No	College Curriculum Committee Chair:		Date: 1/21/14
☑ Yes	☐ No	College Dean:		Date: 1/22/14
☐ Yes	☐ No	Chair or GSC:		Date:
☐ Yes	☐ No	Dean, College of Graduate Studies:		Date:

APPROVAL

Provost and Executive Vice President: _____ **Date:** _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate; University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

Over the last few years we have had numerous students express an interest in increased specialization to prepare them to work with the particular needs of student athletes With the addition of these courses we will be able to provide this certificate without taxing current instructional personnel.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.)**

The certificate does not change any program, degree or track but allows us to provide basic educational courses for non degree seeking students.

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

☐ **Yes** ☑ **No**

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☑ **Yes** ☐ **No**

Name Change

Are you changing the name of an existing program, track, or certificate? ☐ **Yes** ☑ **No**

If yes, provide the new name of the program, track, or certificate:

Provide the name of the current program, track, or certificate:

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

There is no name change associated with this request. We wish to add a track and a certificate.

Will students have the option to stay in their existing program, track, or certificate? ☑ **Yes** ☐ **No**

no CIP code change requested

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

no CIP code change requested

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

Current faculty will teach the new certificate courses. Dr. Thomas Cox will teach on The Adult Learner, Dr. Rosa Cintron will teach the course on Academic Success and the Student Athlete and Dr, Tom Owens will teach the course on Athletics in the American University. Brief bios are attached to this form.

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

Not unless the choose to change into the new certificate.

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

The certificate involves a single program area in a single department. We are adding three new courses. There are no duplicate courses. I have had face to face meetings with Todd Stansbury, Mark Gumble, Jessica Reo, Kimya Massey, Courtney Vinson, Keith Embray and Jay Hoffman. All were able to provide valued input and confrimed that the courses and certificate duplicate nothing currently offered.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

There is no licensure or certification associated with this degree/certificate. Based on student surveys we anticipate that students with an interest in working in athletic student support services will apply.

	Year 1	Year 2	Year 3
Headcount	10	20	30
SCHs	240	390	630

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

They will be employed in university athletic departments in academic support services, student life skills development and compliance.

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1	0	0	0	0	0
Year 2	0	0	0	0	0
Year 3	0	0	0	0	0

Checklist of items to be provided:

☐ **Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)**

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **Emails showing consultation with other units. (if applicable)**

☐ **If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.**

☐ **If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.**

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? ☐ **Yes** ☐ **No**

If yes, number of current students:

_____

Please specify the intended time period of inactivation or suspension:

_____

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012

Checklist of items to be provided:

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **E-mails showing consultation with other units. (if applicable)**

Faculty Bios for MA Educational Leadership – Student Athletic Support Services Track

Rosa Cintron – Dr. Cintron earned her Ph.D. at Florida State University in Higher Education, graduating in the early 1990's after having been a successful administrator/staff at various institutions in New York and Illinois. She served as a faculty member at the University of Oklahoma for 13 years holding an appointment in the Adult and Higher Education Program. During that time she served as faculty-in-residence for 5 years and as Dean of the University College for 3 years. In 2006 she came to the University of Central Florida in the Higher Education and Policy Studies program area. She provides the conceptual introduction to all UCF higher education students through her History and Philosophy course. While her research and teaching demonstrate numerous strengths, she is particularly passionate about helping students understand current research on student retention and success.

Thomas Cox – Dr. Cox earned his degree from the University of Memphis in Adult and Higher Education. Prior to entering doctoral studies he had considerable experience as an academic advisor, coordinator and instructor. Upon graduation he accepted an offer from the University of Houston, Victoria where he developed the M.A. program in Adult and Higher Education Leadership. Dr. Cox joined the faculty at the University of Central Florida in August of 2012 where he coordinates the Community College track of the M.A. in Educational Leadership – Community College Track. While his expertise is broad, it is primarily centered on adults in educational contexts.

Tom Owens – Dr. Owens has been teaching at the university level for around 25 years. His degree was earned in the Department of Educational Foundations and Policy Studies. During these years he worked at the Center for Policy Studies in Education while teaching classes in the social context of education. While at the University of Oklahoma he worked closely with student affairs in various capacities while holding a joint appointment between International and Area Studies and the College of Education. He currently serves and the coordinator of the Higher Education and Policy Studies at the University of Central Florida teaching courses in Finance and Policy.

Proposed Student Athlete Support Services (SASS) Track
Higher Education- M.A. Ed Leadership

Prefix #	Course Title	SEM-YR
AREA A: Co-Requisites (6 min hrs)		
EDF 6481	Fundamentals of Graduate Research in Education	SP-1
EDF 6432	Measurement & Evaluation in Education	F-2
AREA B: Specialization (27 min hrs)		
EDH 6635	Organization & Administration of Higher Education	F-2
EDH 6065	History & Philosophy of Higher Education	F-1
EDH 6407	Ethical & Legal Issues in Student Personnel	SP-1
EDH 6634	Student Personnel Services in Higher Education	F-1
EDH 6047	Theories of College Student Development	SP-1
EDH 6935	Capstone Seminar Student Personnel	SP-2
EDH 6XXX NEW	Athletics in the American University	F-1
EDH 6XXX NEW	Academic Success and the Student Athlete	SU-1
EDH 6XXX NEW	The Socio-Historical Context of Adult Education	F-2
AREA C: Professional Field Experience (6 credit hrs)		
EDH 6946	Higher Education Internship	SP-2
EDH 6947	Higher Education Practicum	SU-1

Fifteen hour certificate in **Student Athlete Support Services**

Two required courses (for a total of 6 hours)

EDH 6065 History & Philosophy of Higher Education
EDH 6XXX Athletics in the American University

Understanding of Higher Education and Students (select one of the following for a total of 3 hours)

EDH 6635 Organization & Administration of Higher Education
EDH 6634 Student Personnel Services in Higher Education
EDH 6047 Theories of College Student Development

Understandings of Students Services for Athletes (select two of the following for a total of 6 hours)

EDH 6407 Ethical and Legal Issues in Student Personnel
EDH 6XXX Academic Success and the Student Athlete
EDH 6XXX The Socio-Historical Context of Adult Education

Student Athlete Support Services (SASS) Certificate

This program belongs to the following disciplines:

- Education

FEEDBACK

College : Education and Human Performance Degree :
Department : Educational and Human Sciences Option : N/A
Program Websites : http://education.ucf.edu/ccollege/

PROGRAM DESCRIPTION

The Student Athlete Support Services Graduate Certificate provides students with the basic understandings of student support services in athletics.

Read More

CURRICULUM

Total Credit Hours Required:

15 Credit Hours Minimum beyond the Bachelor's Degree

Required Courses—15 Credit Hours

Two required courses (for a total of 6 hours)
- EDH 6065 History & Philosophy of Higher Education (3 credit hours)
- EDH 6XXX Athletics in the American University (3 credit hours)

Understanding of Higher Education and Students (select one of the following for a total of 3 hours)
- EDH 6635 Organization & Administration of Higher Education (3credit hours)
- EDH 6634 Student Personnel Services in Higher Education (3 credit hours)
- EDH 6047 Theories of College Student Development (3 credit hours)

Understandings of Students Services for Athletes (select two of the following for a total of 6 hours)
- EDH 6407 Ethical and Legal Issues in Student Personnel (3 credit hours)
- EDH 6XXX Academic Success and the Student Athlete (3 credit hours)
- EDH 6XXX The Socio-Historical Context of Adult Education (3 credit hours)

Application Requirements

Admission is open to those with a bachelor's degree from a regionally accredited institution. An application to the graduate certificate program and official transcripts must be submitted. Applicants must apply online. All requested materials must be submitted by the established deadline.

Please note: Due to restrictive state regulations, UCF is not permitted to provide online courses or instruction to students in the following states. If you reside in one of these states, you may not be permitted to enroll in or be admitted to a UCF online program. Please contact your state's higher education regulation authorities or the UCF Graduate Program (see contact information above) for more details.

- Alabama
- Maryland
- Minnesota

Application Deadlines

Community College Education Certificate	Fall Priority	Fall	Spring	Summer
Domestic Applicants	-	Jul 15	Dec 1	Apr 15
International Applicants	-	-	-	-
International Transfer Applicants	-	-	-	-

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for this type of change.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year.** Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15.** Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). For revisions – attach the catalog copy **showing changes (use Track Changes in Word).**

College/Unit(s) Submitting Proposal: Educational Leadership, STLL, College of Education

Proposed Effective Term/Year: Academic year 2014-15

Unit(s) Housing Program: School of Teaching, Learning and Leadership

Name of program, track and/or certificate: Master of Arts Degree in Educational Leadership (this is k-12, a stand-alone program and not a track)

Brief description of program (this description will show up in the graduate catalog copy): *Do not add complete catalog copy here.*

DELIVERY - Will program be delivered: ☐ Face to face ☑ Completely online ☐ Mixed delivery

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

Program Director(s) and contact Information: (name, email, phone, campus address, program website address)

Kenneth T. Murray, J.D., Ph.D. kenneth.murray@ucf.edu, 407-823-1468

http://education.ucf.edu/edleadership

Please check one: this action affects a: ☑ Program ☐ Track ☐ Certificate

Please check one: this action is a(n):

☐ Addition. Please proceed to Part A.

☑ Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

Delete required Course EDA 6502 and replace with required course EDA 6300

☐ Inactivation

☐ Temporary Suspension of Admissions. Give Length of Suspension:

Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

RECOMMENDATIONS

☒ Yes ☐ No **Department Chair:** _____ **Date:** 1/10/14

☒ Yes ☐ No **College Curriculum Committee Chair:** _____ **Date:** 1/21/14

☒ Yes ☐ No **College Dean:** _____ **Date:** 1/22/14

☐ Yes ☐ No **Chair or GSC:** _____ **Date:** _____

☐ Yes ☐ No **Dean, College of Graduate Studies:** _____ **Date:** _____

APPROVAL

Provost and Executive Vice President: _____ **Date:** _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate; University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

The faculty determined that EDA 6300 would better meet the needs of our students in the M.A. program. The current required course, EDA 6502 is not conducive to on-line instruction.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.)**

Delete required course EDA 6502
Add required course EDA 6300

no other changes

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

☐ Yes ☑ No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☐ Yes ☑ No

Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☑ No

If yes, provide the new name of the program, track, or certificate:

Provide the name of the current program, track, or certificate:

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

Will students have the option to stay in their existing program, track, or certificate? ☐ **Yes** ☐ **No**

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

Current students will not be impacted by this change as course substitutions are being and will continue to be used as needed.

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

☐ **Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)**

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **Emails showing consultation with other units. (if applicable)**

☐ **If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.**

☐ **If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.**

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? ☑ **Yes** ☐ **No**

If yes, number of current students:

_____

Please specify the intended time period of inactivation or suspension:

_____

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012

Checklist of items to be provided:

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **E-mails showing consultation with other units. (if applicable)**

Educational Leadership MA

- Program Description
- Curriculum
- Application Requirements
- Application Deadlines
- Financials
- Contact Information

online@ucf

This program/track is offered online.

Program Tracks

- Higher Education/Student Personnel
- Higher Education/Community College Education

Graduate Handbook

- Educational Leadership MA Handbook

Program Disciplines

This program belongs to the following disciplines:

- Education

FEEDBACK

College : Education and Human Performance Degree :MA

Department : School of Teaching, Learning and Leadership Option : Nonthesis

Program Websites : http://education.ucf.edu/highered/

PROGRAM DESCRIPTION

The online Master of Arts in Educational Leadership program is designed to prepare students for administrative and leadership positions in PK-12 school settings and other education-related fields. **This is not a state approved program for certification in Florida.** In addition, the Educational Leadership MA offers two tracks focused on higher education: Higher

Education/Student Personnel and Community College Education, both of which have different requirements.

Read More ▼▲

This graduate program partners with the Peace Corps Paul D. Coverdell Fellows Program. If you are a returning Peace Corps volunteer, see Peace Corps Coverdell Fellows for more information about attending graduate school at UCF.

International students (F or J visa) are required to enroll in a full-time course load of 9 credit hours during the fall and spring semesters. Only 3 of the 9 credit hours may be taken in a completely online format. For a detailed listing of enrollment requirements for international students, please visit www.intl.ucf.edu. If you have any questions, please consult the International Services Center at 407-823-2337.

CURRICULUM

The Educational Leadership MA program requires a minimum of 30 credit hours beyond the bachelor's degree, including 9 credit hours of research and measurement courses, 21 credit hours of administration courses, and passing a comprehensive exam at the end of studies. The courses may be taken in any order the student wishes but the culminating Research Report (EDA 6909) must be taken last.

Students enrolled in the Florida State approved MED, EdS, or Modified Core programs in educational leadership may not take these online courses for credit unless approved by their educational leadership faculty advisor.

Total Credit Hours Required:

30 Credit Hours Minimum beyond the Bachelor's Degree

The MA program does not fulfill state certification requirements.

Required Courses—30 Credit Hours

Research and Measurement—9 Credit Hours

- EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)
- EDF 6401 Statistics for Educational Data (3 credit hours) or EDF 6432 Measurement and Evaluation in Education (3 credit hours)
- EDA 6909 Research Report (3 credit hours)

Administration—21 Credit Hours

It is recommended that these courses be taken in the following sequence.

- EDA 6061 Organization and Administration of Schools (3 credit hours)

- EDS 6123 Educational Supervisory Practices I (3 credit hours)
- EDA 6232 Legal Aspects of School Operation (3 credit hours)
- EDA 6240 Educational Financial Affairs (3 credit hours)
- EDA 6260 Educational Systems Planning and Management (3 credit hours)
- ~~EDA 6502 Organization and Administration of Instructional Programs (3 credit hours)~~
- EDA 6300 Community School Administration
- EDA 6931 Contemporary Issues in Educational Leadership (3 credit hours)

Comprehensive Examination

Students are required to pass a comprehensive examination at the end of their studies. For more information, contact the graduate program director.

INDEPENDENT LEARNING

A research report is required.

Application Requirements

In addition to the general UCF graduate application requirements, applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Applicants applying to this program who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential evaluations are accepted from World Education Services (WES) or Josef Silny and Associates, Inc. only.

Applicants may apply to the online MA or one of the two tracks offered within the MA in Educational Leadership. The track programs are not online programs and may have different requirements.

Please note: Due to restrictive state regulations, UCF is not permitted to provide online courses or instruction to students in the following states. If you reside in one of these states, you may not be permitted to enroll in or be admitted to a UCF online program. Please contact your state's higher education regulation authorities or the UCF Graduate Program (see contact information above) for more details.

- Alabama
- Arkansas
- Maryland
- Minnesota

Application Deadlines

All application materials must be submitted by the appropriate deadline listed below.

Educational Leadership MA	Fall Priority	Fall	Spring	Summer
Domestic Applicants	Jan 15	Jul 15	Dec 1	-
International Applicants	Jan 15	Jan 15	Jul 1	-
International Transfer Applicants	Jan 15	Mar 1	Sep 1	-

FINANCIALS

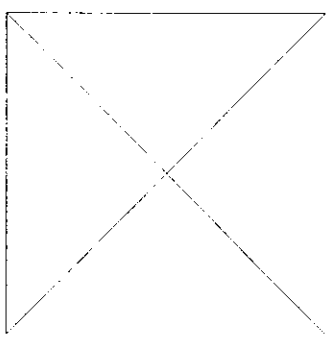
Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies Funding website, which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The Financial Information section of the Graduate Catalog is another key resource.

Fellowships

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see UCF Graduate Fellowships, which includes descriptions of university fellowships and what you should do to be considered for a fellowship.

Program Profile

Program Stats



View more stats

Contact Info

Graduate Program

Kenneth Murray JD, PhD

Associate Professor

kenneth.murray@ucf.edu
Telephone: 407-823-1468
Education 222K [redacted]

Graduate Admissions

Nicole Arft

gradadmissions@ucf.edu
Telephone: 407-823-2766 ext. 253

Millican Hall 230 [redacted]
Online Application
Graduate Admissions

Mailing Address

UCF College of Graduate Studies
Millican Hall 230
PO Box 160112
Orlando, FL 32816-0112

Institution Codes

GRE: 5233
GMAT: RZT-HT-58
TOEFL: 5233
ETS PPI: 5233

Graduate Fellowships

Grad Fellowships
Telephone: 407-823-0127
gradfellowship@ucf.edu
www.graduate.ucf.edu

Graduate Financial Aid

UCF Student Financial Assistance
Millican Hall 120

Telephone: 407-823-2827
Appointment Line: 407-823-5285
Fax: 407-823-5241
finaid@ucf.edu
http://finaid.ucf.edu

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x

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for both the program and the track.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year.** Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15.** Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). **For revisions – attach the catalog copy showing changes (use Track Changes in Word).**

College/Unit(s) Submitting Proposal: College of Business

Proposed Effective Term/Year: Temporary suspension - no new admissions starting in summer 2014

Unit(s) Housing Program: Dixon School of Accounitng

Name of program, track and/or certificate: Master of Science in Taxation (MST)

Brief description of program (this description will show up in the graduate catalog copy): **Do not add complete catalog copy here.**

DELIVERY - Will program be delivered: ☐ Face to face ☐ Completely online ☐ Mixed delivery

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Charlie Kelliher (charles.kelliher@ucf.edu)

407-823-5128

BA1 - 324

Please check one: this action affects a: ☑ Program ☐ Track ☐ Certificate

Please check one: this action is a(n):

☐ Addition. Please proceed to Part A.

☐ Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

☐ Inactivation

☐ Temporary Suspension of Admissions. Give Length of Suspension:

Plan to revisit the issue for fall 2015.

Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

Recommend Approval (all approval levels must be signed)

Department Chair	(Print) SEAN ROBB	(Signature)		Date	1/17/14
College Academic Standards	(Print) James H. Gilkeson	(Signature)		Date	1/21/14
College Dean	(Print) Ford F. Jones	(Signature)		Date	1/21/14
Graduate Council	(Print)	(Signature)		Date	
Graduate Dean	(Print)	(Signature)		Date	

Approval

Provost and Executive Vice President: _____ Date _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate; University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.)**

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

☐ **Yes** ☐ **No**

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☐ **Yes** ☐ **No**

Name Change

Are you changing the name of an existing program, track, or certificate? ☐ **Yes** ☐ **No**

If yes, provide the new name of the program, track, or certificate:

Provide the name of the current program, track, or certificate:

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

Will students have the option to stay in their existing program, track, or certificate? ☐ **Yes** ☐ **No**

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

☐ **Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)**

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **Emails showing consultation with other units. (if applicable)**

☐ **If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.**

☐ **If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.**

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? ☑ **Yes** ☐ **No**

If yes, number of current students:

42

Please specify the intended time period of inactivation or suspension:

Suspend admissions until fall 2015.

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Three (3) courses that current MST students need to complete their degree will continue to be offered as electives in our Master of Science in Accounting (MSA) program. The courses are: TAX 6845, TAX 6065, and TAX 6317.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014

Checklist of items to be provided:

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **E-mails showing consultation with other units. (if applicable)**

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for this type of change.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). For revisions – attach the catalog copy **showing changes (use Track Changes in Word)**.

College/Unit(s) Submitting Proposal: College of Health and Public Affairs

Proposed Effective Term/Year: Spring 2014

Unit(s) Housing Program: School of Public Administration

Name of program, track and/or certificate: Master of Nonprofit Management

Brief description of program (this description will show up in the graduate catalog copy): *Do not add complete catalog copy here.*

The degree program provides opportunities for students to prepare for employment or to advance their careers as administrators in nonprofit organizations. The program is intended to produce graduates equipped with the management skills and analytical skills needed for successful careers in the nonprofit sector.

DELIVERY - Will program be delivered: ☐ Face to face ☑ Completely online ☐ Mixed delivery

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

standard

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

n/a

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Dr. Mary Ann Feldheim, Mary.feldheim@ucf.edu, (407)823 3693

http://www.2013-2014.graduatecatalog.ucf.edu/programs/program.aspx?id=1342

HPA JAN 15 2014 Grad Office

Please check one: this action affects a: ☑ Program ☐ Track ☐ Certificate

Please check one: this action is a(n):

☐ Addition. Please proceed to Part A.

☑ Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

☐ Inactivation

☐ Temporary Suspension of Admissions. Give Length of Suspension:

Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

RECOMMENDATIONS

☑ Yes ☐ No **Department Chair:** _____ **Date:** 1-15-14

☑ Yes ☐ No **College Curriculum Committee Chair:** _____ **Date:** 1/29/14

☑ Yes ☐ No **College Dean:** _____ **Date:** 1/31/14

☐ Yes ☐ No **Chair or GSC:** _____ **Date:** _____

☐ Yes ☐ No **Dean, College of Graduate Studies:** _____ **Date:** _____

APPROVAL

Provost and Executive Vice President: _____ **Date:** _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate; University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

Removing the Thesis option from the Master of Nonprofit Management program because since the inception of the program no student has completed this option.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**)

Removing the Thesis option from the Master of Nonprofit Management program

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

☐ Yes ☑ No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☑ Yes ☐ No

Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☑ No

If yes, provide the new name of the program, track, or certificate:

n/a

Provide the name of the current program, track, or certificate:

n/a

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

n/a

Will students have the option to stay in their existing program, track, or certificate? ☑ Yes ☐ No

No

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

No

new CIP:

n/a

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

Dr. Mary Ann Feldheim
Dr. Stephanie Krick
Dr. Dorothy Norris-Tirrell
Dr. Peter Colby

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

None

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

☑ **Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)**

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **Emails showing consultation with other units. (if applicable)**

☐ **If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.**

☐ **If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.**

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? ☐ **Yes** ☐ **No**

If yes, number of current students:

_____

Please specify the intended time period of inactivation or suspension:

_____

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014
EDF 7041	EDF 7041	EDF 7041	EDF 7041	EDF 7041
EDF 6442	EDF 6442	EDF 6442	EDF 6442	
EDF 7848	EDF 7848	EDF 7848		
EDF 6543	EDF 6543			
EDA 7503				

Checklist of items to be provided:

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **E-mails showing consultation with other units. (if applicable)**

PROGRAM DESCRIPTION

The nonprofit sector is the fastest growing area of the economy, and the completely online Master of Nonprofit Management MNM program prepares students for careers in this dynamic field. The degree program provides opportunities for students to prepare for employment or to advance their careers as administrators in nonprofit organizations.

Read More ▼▲

International students (F or J visa) are required to enroll in a full-time course load of 9 credit hours during the fall and spring semesters. Only 3 of the 9 credit hours may be taken in a completely online format. For a detailed listing of enrollment requirements for international students, please visit www.intl.ucf.edu. If you have any questions, please consult the International Services Center at 407-823-2337.

CURRICULUM

The Nonprofit Management MNM program requires a minimum of 36 credit hours beyond the bachelor's degree and offers thesis, nonthesis, and Nonprofit Leadership Alliance options. All three options require 27 credit hours of core courses, 3 credit hours of a restricted elective course, and then 6 credit hours of either thesis work, electives in the nonthesis option, or 6 credit hours in the Nonprofit Leadership Alliance option.

Total Credit Hours Required:

36 Credit Hours Minimum beyond the Bachelor's Degree

Required Courses—27 Credit Hours

- PAD 5145 Volunteerism in Nonprofit Management (3 credit hours)
- PAD 5146 Nonprofit Resource Development (3 credit hours)
- PAD 5850 Grant and Contract Management (3 credit hours)
- PAD 6142 Nonprofit Organizations (3 credit hours)
- PAD 6149 Nonprofit Administration (3 credit hours)
- PAD 6208 Nonprofit Financial Management (3 credit hours)
- PAD 6335 Strategic Planning and Management (3 credit hours)
- PAD 6417 Human Resource Management (3 credit hours)
- PAD 6327 Public Program Evaluation Techniques (3 credit hours)

Restricted Elective—3 Credit Hours

This elective must be a UCF Public Administration 6000-level course that is chosen after consultation with the student's academic adviser.

- PAD 6000-level elective course (3 credit hours)

~~Thesis Option—6 Credit Hours~~

~~• PAD 6971 Thesis (6 credit hours)~~

~~Students may choose to do a thesis with the consent of the academic adviser. PAD 6971 Thesis Research is designed to guide students in conducting research in the area of nonprofit management. For this option, students select a thesis committee and write a research proposal consisting of a literature review and a detailed methodological plan. Once the proposal is approved, students collect, analyze, and interpret data and write a thesis. Students must present and defend their research to their committee and peers to complete the requirements for this option.~~

Nonthesis Option—6 Credit Hours

- Electives (6 credit hours)

For the nonthesis option, students take two elective courses in addition to the elective above (three hours each) with the prior approval of the program director. The elective courses are to be in the student's area of interest, such as public administration, criminal justice, health care, social work or the arts. The MNM program does not accept 4000-level courses.

National Nonprofit Leadership Certification Option—6 Credit Hours

National Nonprofit Leadership Certification: The Nonprofit Leadership Alliance represents the achievements of national academic and experiential standards in nonprofit management. Students pursuing the Nonprofit Leadership Certification must meet the Nonprofit Leadership Alliance mandated requirements. Contact the Director of the Nonprofit Leadership Alliance program for further information.

- Internship (3 credit hours)*
- Elective (3 credit hours)

* An internship is required for students with less than 300 hours of nonprofit sector experience. Students who provide documentation of at least 300 hours of experience in the nonprofit sector may have their internship requirement waived, but must take an approved elective (3 credit hours) in place of the internship. Work experience does not count toward credit for the MNM program

Additional Program Requirements

Students must achieve a grade of "B" (3.0) or better in every course listed under required courses. Students must maintain a program of study GPA of 3.0 or higher and will not be allowed to graduate without a graduate status GPA of 3.0.

INDEPENDENT LEARNING

Independent learning is demonstrated throughout the curriculum through the process of inquiry, dialogue and service learning. Tangible projects such as strategic plans, grant proposals, and

volunteer management case studies along with research projects, scholarly papers, internships, and presentations at professional conferences also contribute to the self development of our students. The final culminating experience for those enrolled in the Master of Nonprofit Management results in students taking and satisfactorily completing the Program Evaluation course (PAD 6327).

Application Requirements

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the Admissions section of the Graduate Catalog. Applicants must apply online. All requested materials must be submitted by the established deadline.

In addition to the general UCF graduate application requirements, applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Three letters of recommendation. Recommendation letters must specifically address the prospective student's ability to do academic work at the graduate level. Recommendation letters from professors are preferred.
- Résumé.
- Statement of goals, demonstrating writing ability.
- Applicants applying to this program who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential evaluations are accepted from World Education Services (WES) or Josef Silny and Associates, Inc. only.

All requested material must be submitted by the established deadline date. Material received after the established deadline may not be considered. Admission to this master program is competitive; applicants meeting the minimum admission requirements are not guaranteed admission to this program.

Students are expected to be computer literate upon entry to the program or are expected to obtain these skills immediately upon admission to the program. This program is completely online, so computer skills and computer internet access are necessary to take the courses.

A limited number of students who do not meet these requirements may be admitted on a provisional basis. These students must demonstrate proven nonprofit sector leadership experience, present strong recommendations from either academic or professional advisers, and provide a clear statement of educational goals. More specific information on provisional admissions may be obtained from the department. Provisional admissions are limited and competitive. Students who are interested in these spots should contact the department as early as possible for consideration.

INTERNATIONAL STUDENTS:

The School of Public Administration accepts scores from Test of English as a Foreign Language (TOEFL) only.Test scores from the International English Language Testing System (IELTS) are not used in consideration of admission to this program.

All International students must submit TOEFL scores regardless of language in which the undergraduate program was completed.

Please note: Due to restrictive state regulations, UCF is not permitted to provide online courses or instruction to students in the following states. If you reside in one of these states, you may not be permitted to enroll in or be admitted to a UCF online program. Please contact your state's higher education regulation authorities or the UCF Graduate Program (see contact information above) for more details.

- Alabama
- Arkansas
- Maryland
- Minnesota

Application Deadlines

Nonprofit Management MNM	Fall Priority	Fall	Spring	Summer
Domestic Applicants	Jan 15	Jul 15	Dec 1	-
International Applicants	Jan 15	Jan 15	Jul 1	-
International Transfer Applicants	Jan 15	Mar 1	Sep 1	-

FINANCIALS

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies Funding website, which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The Financial Information section of the Graduate Catalog is another key resource.

Fellowships

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see UCF Graduate Fellowships, which includes descriptions of university fellowships and what you should do to be considered for a fellowship.

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for this type of change.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). For revisions – attach the catalog copy **showing changes (use Track Changes in Word)**.

College/Unit(s) Submitting Proposal: College of Health and Public Affairs

Proposed Effective Term/Year: Spring 2014

Unit(s) Housing Program: School of Public Administration

Name of program, track and/or certificate: Master of Nonprofit Management Out-of-State Cohort

Brief description of program (this description will show up in the graduate catalog copy): *Do not add complete catalog copy here.*

The degree program provides opportunities for students to prepare for employment or to advance their careers as administrators in nonprofit organizations. The program is intended to produce graduates equipped with the management skills and analytical skills needed for successful careers in the nonprofit sector.

DELIVERY - Will program be delivered: ☐ Face to face ☑ Completely online ☐ Mixed delivery

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

standard

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

n/a

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Dr. Mary Ann Feldheim, Mary.feldheim@ucf.edu, (407)823 3693

http://www.2013-2014.graduatecatalog.ucf.edu/programs/program.aspx?id=1342&tid=684&track=Out of State Cohort

HPA JAN 15 2014 Grad Office

Please check one: this action affects a: ☑ Program ☐ Track ☐ Certificate

Please check one: this action is a(n):

☐ Addition. Please proceed to Part A.

☑ Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

☐ Inactivation

☐ Temporary Suspension of Admissions. Give Length of Suspension:

Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

RECOMMENDATIONS

☑ Yes ☐ No **Department Chair:** _____ **Date:** 1-15-14

☑ Yes ☐ No **College Curriculum Committee Chair:** _____ **Date:** 1/29/14

☑ Yes ☐ No **College Dean:** _____ **Date:** 1/31/14

☐ Yes ☐ No **Chair of GSC:** _____ **Date:** _____

☐ Yes ☐ No **Dean, College of Graduate Studies:** _____ **Date:** _____

APPROVAL

Provost and Executive Vice President: _____ **Date:** _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate; University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

Removing the Thesis option from the Master of Nonprofit Management program because since the inception of the program no student has completed this option.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**)

Removing the Thesis option from the Master of Nonprofit Management program

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

☐ Yes ☑ No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☑ Yes ☐ No

Name Change

Are you changing the name of an existing program, track, or certificate? ☐ Yes ☑ No

If yes, provide the new name of the program, track, or certificate:

n/a

Provide the name of the current program, track, or certificate:

n/a

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

n/a

Will students have the option to stay in their existing program, track, or certificate? ☑ Yes ☐ No

No

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

No

new CIP:

n/a

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

Dr. Mary Ann Feldheim
Dr. Stephanie Krick
Dr. Dorothy Norris-Tirrell
Dr. Peter Colby

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

None

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

☑ **Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)**

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **Emails showing consultation with other units. (if applicable)**

☐ **If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.**

☐ **If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.**

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? ☐ **Yes** ☐ **No**

If yes, number of current students:

_____

Please specify the intended time period of inactivation or suspension:

_____

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014
EDF 7041	EDF 7041	EDF 7041	EDF 7041	EDF 7041
EDF 6442	EDF 6442	EDF 6442	EDF 6442	
EDF 7848	EDF 7848	EDF 7848		
EDF 6543	EDF 6543			
EDA 7503				

Checklist of items to be provided:

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **E-mails showing consultation with other units. (if applicable)**

TRACK DESCRIPTION

The nonprofit sector is the fastest growing area of the economy, and the completely online out-of-state cohort track in the Master of Nonprofit Management program prepares students for careers in this dynamic field. The degree program provides opportunities for students to prepare for employment or to advance their careers as administrators in nonprofit organizations.
Read More ▼▲

International students (F or J visa) are required to enroll in a full-time course load of 9 credit hours during the fall and spring semesters. Only 3 of the 9 credit hours may be taken in a completely online format. For a detailed listing of enrollment requirements for international students, please visit www.intl.ucf.edu. If you have any questions, please consult the International Services Center at 407-823-2337.

CURRICULUM

Total Credit Hours Required:

36 Credit Hours Minimum beyond the Bachelor's Degree

For Non-Florida Residents, Out-of-State Students

The Cohort track in the Master in Nonprofit Management is designed specifically for students who are not Florida residents. The admission standards and degree requirements are the same as the traditional program. Students interested in the out-of-state Master of Nonprofit Management cohort should contact the Department of Public Administration.

Required Courses—27 Credit Hours

- PAD 5145 Volunteerism in Nonprofit Management (3 credit hours)
- PAD 5146 Nonprofit Resource Development (3 credit hours)
- PAD 5850 Grant and Contract Management (3 credit hours)
- PAD 6142 Nonprofit Organizations (3 credit hours)
- PAD 6149 Nonprofit Administration (3 credit hours)
- PAD 6208 Nonprofit Financial Management (3 credit hours)
- PAD 6417 Human Resource Management (3 credit hours)
- PAD 6335 Strategic Planning and Management (3 credit hours)
- PAD 6327 Public Program Evaluation Techniques (3 credie hours)

Restricted Elective—3 Credit Hours

All students must take a PAD 6000-level elective after consultation with their adviser.

- UCF PAD 6000-level elective course (3 credit hours)

~~Thesis Option—6 Credit Hours~~

- ~~PAD 6971 Thesis (6 credit hours)~~

~~Students may choose to do a thesis with the consent of the academic adviser. PAD 6971 Thesis Research is designed to guide students in conducting research in the area of nonprofit management. For this option, students select a thesis committee and write a research proposal consisting of a literature review and a detailed methodological plan. Once the proposal is approved, students collect, analyze, and interpret data and write a thesis. Students must present and defend their research to their committee and peers to complete the requirements for this option.~~

Nonthesis Option—6 Credit Hours

- Electives (6 credit hours)

For the nonthesis option, students take two elective courses (three hours each) in addition to the elective above with the prior approval of the program director. The elective courses are to be in the student's area of interest, such as public administration, criminal justice, health care, social work or the arts. The MNM program does not accept undergraduate-level courses.

National Nonprofit Leadership Certificate Option—6 Credit Hours

National Nonprofit Leadership Certificate: The Nonprofit Leadership Alliance represents the achievements of national academic and experiential standards in nonprofit management. Students pursuing National Nonprofit Leadership Certification must meet the Nonprofit Leadership Alliance mandated requirements. For more information, contact the Director of the Nonprofit Leadership Alliance program.

- Internship*
- Elective

* An internship is required for students with less than 300 hours of nonprofit sector experience. Students who provide documentation of at least 300 hours of experience in the nonprofit sector may have their internship waived, but must complete an approved elective (3 credit hours) in place of the internship. Work experience does not count for credit toward the MNM program.

Additional Program Requirements

Students must achieve a grade of "B" (3.0) or better in every course listed under required courses. Students must maintain a program of study and graduate status GPA of 3.0 or higher and can only graduate with a graduate status GPA of 3.0 or higher.

Cost Per Credit Hour

The current fee per credit hour is $500.95 for out-of-state students. Tuition is subject to change.

INDEPENDENT LEARNING

Independent learning is demonstrated throughout the curriculum through the process of inquiry, dialogue and service learning. Tangible projects such as strategic plans, grant proposals, and volunteer management case studies along with research projects, scholarly papers, internships, and presentations at professional conferences also contribute to the self development of our students. The final culminating experience for those enrolled in the Master of Nonprofit Management results in students taking and satisfactorily completing the Program Evaluation course (PAD 6327).

Application Requirements

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the Admissions section of the Graduate Catalog. Applicants must apply online. All requested materials must be submitted by the established deadline.

In addition to the general UCF graduate application requirements, applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Three letters of recommendation. Recommendation letters must specifically address the prospective student's ability to do academic work at the graduate level. Recommendation letters from professors are preferred.
- Résumé.
- Statement of goals, demonstrating writing ability
- Applicants applying to this program who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential evaluations are accepted from World Education Services (WES) or Josef Silny and Associates, Inc. only.

Students are expected to be computer literate upon entry to the program or are expected to obtain these skills immediately upon admission to the program. This program is completely online, so computer skills and computer internet access are necessary to take the courses.

A limited number of students who do not meet these requirements may be admitted on a provisional basis. These students must demonstrate proven nonprofit sector leadership experience, present strong recommendations from either academic or professional advisers, and provide a clear statement of educational goals. More specific information on provisional admissions may be obtained from the department. Provisional admissions are limited and competitive. Students who are interested in these spots should contact the department as early as possible for consideration.

Applicants meeting the minimum admission requirements are not guaranteed admission to this program.

INTERNATIONAL STUDENTS:

The School of Public Administration accepts scores from Test of English as a Foreign Language (TOEFL) only.Test scores from the International English Language Testing System (IELTS) are not used in consideration of admission to this program.

All International students must submit TOEFL scores regardless of language in which the undergraduate program was completed.

Please note: Due to restrictive state regulations, UCF is not permitted to provide online courses or instruction to students in the following states. If you reside in one of these states, you may not be permitted to enroll in or be admitted to a UCF online program. Please contact your state's higher education regulation authorities or the UCF Graduate Program (see contact information above) for more details.

- Alabama
- Arkansas
- Maryland
- Minnesota

Application Deadlines

Out of State Cohort	Fall Priority	Fall	Spring	Summer
Domestic Applicants	Jan 15	Jul 15	Dec 1	-
International Applicants	Jan 15	Jan 15	Jul 1	-
International Transfer Applicants	Jan 15	Mar 1	Sep 1	-

FINANCIALS

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies Funding website, which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The Financial Information section of the Graduate Catalog is another key resource.

Fellowships

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see UCF Graduate Fellowships, which includes descriptions of university fellowships and what you should do to be considered for a fellowship.

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for this type of change.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). For revisions – attach the catalog copy **showing changes (use Track Changes in Word)**.

College/Unit(s) Submitting Proposal: COHPA - School of Public Administration

Proposed Effective Term/Year: 2014-2015

Unit(s) Housing Program: School of Public Administration

Name of program, track and/or certificate: Master of Science in Urban and Regional Planning

Brief description of program (this description will show up in the graduate catalog copy)**:** *Do not add complete catalog copy here.*

The Master of Science in Urban and Regional Planning program is designed to produce graduates with the analytical skills and managerial knowledge to pursue successful careers in urban, metropolitan, and regional planning and closely related fields. Students will receive an interdisciplinary, holistic educational experience emphasizing sustainability and socially responsible planning.

DELIVERY - Will program be delivered: ☐ Face to face ☐ Completely online ☑ Mixed delivery

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)

Current posted deadlines

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)

Current posted application requirements

Program Director(s) and contact information: (name, email, phone, campus address, program website address)

Dr. Christopher Hawkins, christopher.hawkins@ucf.edu

407-823-2706, HPA II, room 233

http://www2.cohpa.ucf.edu/pubadm

HPA JAN 15 2014 Grad Office

Please check one: this action affects a: ☑ Program ☐ Track ☐ Certificate

Please check one: this action is a(n):

☑ Addition. Please proceed to Part A.

☐ Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

☐ Inactivation

☐ Temporary Suspension of Admissions. Give Length of Suspension:

Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

RECOMMENDATIONS

☑ Yes	☐ No	Department Chair:		Date: 1-15-14
☑ Yes	☐ No	College Curriculum Committee Chair:		Date: 1/29/14
☑ Yes	☐ No	College Dean:		Date: 1/31/14
☐ Yes	☐ No	Chair or GSC:		Date:
☐ Yes	☐ No	Dean, College of Graduate Studies:		Date:

APPROVAL

Provost and Executive Vice President: _____ Date: _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate; University Analysis and Planning Support; College of Graduate Studies

Part A – For additions or revisions of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

To allow MSURP students more variety in selecting courses in the

Environmental Planning concentration (PAD 6xxx - Economics of Land Use Planning and Development) and

Transportation Planning concentration (PAD 6XXX - Sustainable Transportation Planning)

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.)**

1) Add: PAD 6XXX - Economics of Land Use Planning and Development under:
Concentration Courses - 9 credit hours
Environmental Planning

2) Add: PAD 6XXX - Sustainable Transportation Planning under:
Concentration Course s- 9 credit hours
Transportation Planning

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

☐ **Yes** ☑ **No**

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

Will students have the option to stay in their existing program, track, or certificate? ☑ **Yes** ☐ **No**

Name Change

Are you changing the name of an existing program, track, or certificate? ☐ **Yes** ☑ **No**

If yes, provide the new name of the program, track, or certificate:

Provide the name of the current program, track, or certificate:

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.

Will students have the option to stay in their existing program, track, or certificate? ☑ **Yes** ☐ **No**

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:

new CIP:

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

Dr. Christopher Hawkins, Ph.D.

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

Will benefit students by allowing more options in their program

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

No conflicts - this is an existing course in the School of Public Administration

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

☐ **Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)**

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **Emails showing consultation with other units. (if applicable)**

☐ **If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.**

☐ **If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.**

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? ☐ **Yes** ☐ **No**

If yes, number of current students:

Please specify the intended time period of inactivation or suspension:

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014
EDF 7041	EDF 7041	EDF 7041	EDF 7041	EDF 7041
EDF 6442	EDF 6442	EDF 6442	EDF 6442	
EDF 7848	EDF 7848	EDF 7848		
EDF 6543	EDF 6543			
EDA 7503				

Checklist of items to be provided:

☐ **Attach all appropriate course action requests that will be necessary to implement the changes. (required)**

☐ **E-mails showing consultation with other units. (if applicable)**

Required Courses—33 Credit Hours

Core—27 Credit Hours

- PAD 5336 Introduction to Urban Planning (3 credit hours)
- PAD 5337 Urban Design (3 credit hours)
- PAD 5338 Land Use and Planning Law (3 credit hours)
- PAD 5356 Managing Community and Economic Development (3 credit hours)
- PAD 6316 Planning Methods (3 credit hours)
- PAD 6353 Environmental Program Management Research (3 credit hours)
- PAD 6387 Transportation Policy (3 credit hours)
- PAD 6825 Cross-Sectoral Governance (3 credit hours)
- PAD 6847 Planning Healthy Communities (3 credit hours)

Capstone or Final Product—6 Credit Hours

The final product will be a studio experience for six hours.

- IDS 6953 Urban and Regional Planning Capstone I(3 credit hours)
- IDS 6954 Urban and Regional Planning Capstone II (3 credit hours)

Students work in teams for the final product in the planning degree program under the supervision of a faculty adviser from their areas of concentration: environmental planning, transportation planning, or planning healthy communities. Students work closely with community partners and may work with the Institute for Economic Competitiveness, the Institute for Social and Behavioral Sciences, the Institute of Government, the Center for Public and Nonprofit Management, the Center for Community Partnership, or the Metropolitan Center for Regional Studies in conducting community-based research or training projects. Part of the capstone experience is a presentation of their final project.

Restricted Elective Courses—15 Credit Hours

General Electives—6 Credit Hours

Students take two general elective courses for six credit hours with the approval of their adviser. Generally, these courses are taken from the list of restricted electives below, from possibly a different concentration, to provide more breadth. Faculty members who conduct research in the area of concentration may serve as advisers in selecting general electives. An internship may be utilized by students to expand their experience in planning.

- Electives (6 credit hours)

Concentration Courses—9 Credit Hours

Students take three courses or nine credit hours from one primary area of concentration:

- Environmental Planning
- Health and Human Services Planning
- Transportation Planning

Environmental Planning

- CEG 5700 Geo-Environmental Engineering
- INR 6405 International Environmental Law
- PAD 6397 Managing Emergencies and Crises
- PAD 6716 Information Systems for Public Managers and Planners
- PCB 6035C Wetland Ecology
- PCB 6328C Landscape Ecology
- PCB 6365 Environmental Physiology
- PHM 5035 Environmental Philosophy
- PUP 6201 Urban Environmental Policy
- PUP 6208 Environmental Politics
- PUP 6247 Contemporary Issues in Environmental Politics
- SYD 5517 Environment and Society
- SYD 6428 Poverty, Homelessness and the Cities
- SYD 6515 Race, Class and Environmental Justice
- SYD 6516 Human Dimensions of Natural Resource Management
- PAD 6XXX Economics of Land Use Planning and Development

Health and Human Services Planning

- HSA 6128 Health Care Services Management
- HSA 6155 Health Economics and Policy
- HSA 6385 Health Care Quality Management
- HSC 6636 Issues and Trends in the Health Professions
- HSC 6911 Scientific Inquiry in the Health Profession
- PAD 6142 Nonprofit Organizations
- PAD 6397 Managing Emergencies and Crises
- PAD 6716 Information Systems for Public Managers and Planners
- PHC 6000 Epidemiology
- PHC 6146 Health Planning and Policy
- PHC 6420 Case Studies in Health Law
- SYD 5517 Environment and Society
- SYD 6428 Poverty, Homelessness and the Cities
- SYD 6515 Race, Class and Environmental Justice
- SYD 6516 Human Dimensions of Natural Resource Management
- SYO 6405 Sociology of Health and Illness

Transportation Planning

- CCE 5205 Construction Methods
- CCE 5006 Introduction to Construction Industry
- CCE 6036 Advanced Construction Planning and Control

- CEG 5700 Geo-Environmental Engineering
- CGN 6655 Regional Planning
- ENV 5335 Hazardous Waste Management
- PAD 6397 Managing Emergencies and Crises
- PAD 6716 Information Systems for Public Managers and Planners
- PCB 6328C Landscape Ecology
- TTE 5805 Geometric Design of Transportation Systems
- TTE 6270 Intelligent Transportation Systems
- TTE 6315 Traffic Safety Analysis
- TTE 6625 Mass Transportation Systems
- PAD 6XXX Sustainable Transportation Planning

Please note that students who wish to take transportation classes in the College of Engineering and Computer Science must first take this undergraduate transportation class: TTE 4004 Transportation Engineering.

Internship—3 Credit Hours

Students without practical administrative experience in the public sector are strongly advised to complete an internship (3 credit hours) as part of their electives.

- PAD 6946 Internship (3 credit hours)

Course Agenda

February 10, 2014

Revised

1. Course Additions

College of Health and Public Affairs Course Additions

PAD 6XXX **HPA-Department of Public Administration** **3(3,0)**
Sustainable Transportation Planning: PR: Admission to Master of Urban and Regional Planning program or C.I. Planning for multimodal transportation, including highway/automobile, public transit, pedestrian, bicycling and rail systems, to explore the social, economic and health implications to communities. *Occasional.*
Abbrev: (30 of 30 chars) Sustainable Transportation Pln
Discussion with others: No conflicts. The MSURP coordinator discussed this class with the Chair of Engineering.
Rationale: This class aligns with the MSURP strategic plan goal to review and revise the curriculum on an ongoing basis and make programmatic changes when necessary. This class is being created in response to student requests for a transportation planning course. A curriculum review subcommittee on transportation planning also recommended this course be offered.

PAD 6XXX **HPA-Department of Public Administration** **3(3,0)**
Economics of Land Use Planning and Development: PR: Admission to Master of Science in Urban and Regional Planning program or C.I. Links basic growth and economic theory with applied challenges resulting from planning and development. Provides understanding of economic consequences of private market decisions on land use and development. *Occasional.*
Abbrev: (30 of 30 chars) Econ of Land Use Plan &Develop
Discussion with others: No duplication. Course currently being offered as a Special Topics.
Rationale: Course was offered twice as a special topics with strong student interest. Many students have indicated interest in taking it in the future. Course will complement PAD 5356, Economic Development Planning and provide another option in the Environment Planning concentration.
Majors taking course: None

2. Special Topics Additions

College of Education and Human Performance Special Topics Additions

EDH 6XXX **ED-Department of Child, Family and Community Sciences** **3(3,0)**

The Socio-Historical Context of Adult Education: PR: Graduate Standing or C.I. An overview of adult education examining the historical and philosophical roots, the current social context and the multiple disciplinary perspectives that inform the field. *Occasional.*
Abbrev: (33 of 30 chars) Socio-Historical Context Adult Ed
Discussion with others: There is a current interdisciplinary course on adult learning which focuses on practical applications, instruction, and technology. This course will focus on the broader socio-historical context of adult education. With regard to the athletic element of this proposal, I have had face to face meetings with Todd Stansbury, Mark Gumble, Jessica Reo, Kimya Massey, Courtney Vinson, Keith Embray and Jay Hoffman. All were able to provide valued input and the course, track and certificate duplicate nothing they are doing.

EDH 6XXX **ED-Department of Child, Family and Community Sciences** **3(3,0)**
Academic Success and the Student Athlete: PR: Graduate Standing or C.I. This course will examine the factors related to academic success including issues related to the organization and structure of athletic support services. *Occasional.*
Abbrev: (40 of 30 chars) Academic Success and the Student Athlete
Discussion with others: There are no duplicate courses. I have had face to face meetings with Todd Stansbury, Mark Gumble, Jessica Reo, Kimya Massey, Courtney Vinson, Keith Embray and Jay Hoffman. All were able to provide valued input and the course, track and certificate duplicate nothing they are doing.

EDH 6XXX **ED-Department of Child, Family and Community Sciences** **3(3,0)**
Athletics in the American University: PR: Graduate Standing or C.I. An examination of the historical and contemporary role of athletics in the American University with explicit focus on the student athlete and student support services for athletes. *Occasional.*
Abbrev: (36 of 30 chars) Athletics in the American University
Discussion with others: There are no duplicate courses. I have had face to face meetings with Todd Stansbury, Mark Gumble, Jessica Reo, Kimya Massey, Courtney Vinson, Keith Embray and Jay Hoffman. All were able to provide valued input and the course, track and certificate duplicate nothing they are doing.

College of Health and Public Affairs Special Topics Additions

PAD 6938 **HPA-Department of Public Administration** **3(3,1)**
Sustainable Transportation Planning: PR: Admission to MSURP or C.I. Planning for multimodal transportation, including highway/automobile, public transit, pedestrian, bicycling and rail systems, to explore the social, economic and health implications to communities. *Occasional.*
Abbrev: (31 of 30 chars) ST: Sustainable Transportation
Discussion with others: No conflicts. MSURP coordinator discussed class with Chair of Engineering

Rationale: This class aligns with the MSURP strategic plan goal to review and revise the curriculum on an ongoing basis and make programmatic changes when necessary. This class is being created in response to student requests that a transportation planning course be offered. A curriculum review subcommittee on transportation planning also recommended this course be offered.

PAD 6938 HPA-Department of Public Administration 3(3,0)
Economics of Land Use Planning and Development: PR: Admission to MSURP program or C.I. Links basic growth and economic theory with applied challenges resulting from planning and development. Provides understanding of economic consequences of private market decisions on land use and development. *Occasional.*
Abbrev: (27 of 30 chars) ST:Econ Land Use Plan & Dev
Discussion with others: No duplications
Rationale: Course was offered twice as a special topics with strong student interest. Many students have indicated interest in taking it in the future. Course will complement PAD 5356, Economic Development Planning and provide another option in the Environment Planning concentration.

3. Course Revisions

College of Health and Public Affairs Course Revisions

HIM 6293 Remove **Health Care Coding and Diagnosis** ~~**3(3,0)**~~ **4(3,1)**

PR: ~~Graduate status.~~ Admission to Health Care Informatics or RHIA Certificate.
~~Analysis~~ Medical Coding and ~~use of ICD~~ the role it plays in informatics emphasizing document usage and ~~CPT coding procedures.~~ extracting needed data for proper code selection. Data mapping related to ICD-9-CM and ICD-10-CM is explored.
Abbrev (30 of 30): ~~Health Care Coding & Diag~~ Health Care Coding & Diagnosis
Term Offered: ~~Occasional~~ Fall
Discussion with others: Existing course - No duplications or conflicts exist.
Rationale: This is an existing course in the Health Services Administration program that has not been taught in several years. It is being updated to be used in the RHIA certificate program.
Majors taking course: Registered Health Informatics Administration Certificate
There are no programs that list HIM 6293.

HSA 6175 Remove ~~**Advanced Trends in Health Care Finance Theory**~~ ~~**3(3,0)**~~ **Advanced Trends in Health Care Finance and Management 4(3,1)**

PR: ~~CI~~ Admission to Registered Health Information Administration certificate or ~~PHC 6160.~~ Health Care Informatics degree program.

~~Public~~ Focus on areas related to overall strategy of the health ~~funding philosophies; evolving market strategies of insurers~~ care organization including decision making practices; infrastructure investment; business partnerships; management staff competencies; and ~~managed care organizations; macroeconomic implication of alternative financing policies.~~ financial report analysis.
Abbrev (29 of 30): ~~Adv Trends Hlth Care Fin Thry~~ Adv Trends Hlth Care Fin Mgmt
Term Offered: ~~Occasional~~ Summer
Discussion with others: Existing course - No duplications or conflicts exist
Rationale: This is an existing course in the Health Services Administration program that has not been taught in several years. It is being updated to be used in the RHIA certificate.
Majors taking course: Registered Health Informatics Administration certificate
There are no programs that list HSA 6175.

HSA 6189 Remove **Health Care Coding and Diagnosis** **~~3(3,0)~~ (3,1)**
PR: ~~Graduate standing.~~ Admission to Registered Health Informatics Administration certificate or Health Care Informatics degree program or C.I.
~~Analysis~~ Introduction and ~~use~~ analysis of ~~ICD~~ reimbursement systems. Focus on Current Procedural Terminology (CPT) code selection and ~~CPT coding procedures.~~ audit tools; reimbursement methodologies; and revenue cycle management.
Term Offered: ~~Occasional~~ Spring
Discussion with others: Existing course - No duplications or conflicts.
Rationale: This is an existing course in the Health Services Administration program that has not been taught in several years. It is being updated to be used in the RHIA certificate program.
Majors taking course: Registered Health Informatics Administration certificate
There are no programs that list HSA 6189.

HSA 6752 Remove **~~Health Care Statistical Tools~~** **~~3(3,0)~~**
Health Care Analytics **4(3,1)**
PR: ~~Graduate status.~~ Admission to Registered Health Management and Informatics.
Computer based course focusing on ~~statistical quality tools, such as cause~~ analyzing health care data including using data for decision making, process improvements, efficient health care delivery and ~~effect diagrams, pareto and control charts, and root cause analysis, used in the management of healthcare organizations.~~ preparing reports for other mangers.
Abbrev (21 of 30): ~~Health Care Statistical Tools~~ Health Care Analytics
Term Offered: ~~Occasional~~ Spring
Discussion with others: Existing course - No duplications or conflicts.
Rationale: This is an existing course in the Health Services Administration program that has not been taught in several years. It is being updated to be used in the RHIA certificate program.
Majors taking course: Registered Health Informatics Administration Certificate
There are no programs that list HSA 6752.

HSA 6759 Remove **Health Care Outcomes Management** **~~3(3,0)~~ 4(3,1)**

PR: ~~Graduate status.~~ Admission to Registered Health Information Administration Certificate of Health Care Informatics degree program.
Measure and methods of outcomes assessment and ~~evaluation. Development, structure,~~ evaluation focusing on regulatory policies; use of data to investigate fraud; organizational compliance programs and ~~evaluation of performance of~~ health ~~system. Assessing quality of services and quality management.~~ information system compliance.
Term Offered: ~~Occasional~~ Fall
Discussion with others: Existing course - No duplication or conflicts
Rationale: This is an existing course in the Health Services Administration program that has not been taught in several years. It is being updated to be used in the RHIA certificate program.
Majors taking course: Registered Health Information Administration certificate
There are no programs that list HSA 6759.

PAD 7827 **~~Collaborative Public Management~~ Network Governance** **3(3,0)**

Remove. Already approved.
PR: Admission to Public Affairs Ph.D. program or C.I.
Analysis of theory, skills and processes of designing, developing, evaluating and managing networks in a public policy and management setting with emphasis on building capacity across organization and sectoral boundaries.
Abbrev (18 of 30): ~~Collaborative Public Mgmt~~ Network Governance
Term Offered: Even ~~Fall~~ Spring
Discussion with others: NA - existing course
Rationale: The complex public problems require productive collaboration across different organizations, professions and sectors. Network governance refers to inclusive and participatory approaches to public/decision-making, collective action and implementation. This course is designed to address ways to work together across institutional, geographic, economic and social boundaries in many different policy domains. The current name does not reflect the broad coverage of this course.
Majors taking course: Public Affairs Ph.D.
There are no programs that list PAD 7827.

SOW 5538 **Full-Time MSW Generalist Field Education and Seminar I** **3(3,0)**

PR: ~~Graduate standing~~ Admission to MSW program or C.I.; CR: SOW 5305.
Field education for full-time MSW generalist students; includes seminar and supervised practice of social work in an agency for ~~250~~ 200 clock hours. Graded S/U.
Term Offered: ~~Occasional~~ Fall
Discussion with others: N/A
Rationale: Requirements for generalist field seminar were decreased from 500 hours of internship to 400 hours of internship. This resulted in a decrease of 50 hours of internship for this semester.
Majors taking course: Master of Social Work
There are no programs that list SOW 5538.

SOW 5539 **Full-Time MSW Generalist Field Education and Seminar II** **3(3,0)**

PR: SOW 5538; CR: SOW 5306.

Field education for full-time MSW generalist students; includes seminar and supervised practice of social work in an agency for ~~250~~ 200 clock hours. Graded S/U.

Term Offered: ~~Occasional~~ Spring

Discussion with others: N/A

Rationale: Requirement for generalist field seminar was decreased from 500 clock hours of internship to 400 hours of internship. This resulted in a decrease of 50 hours of internship for this semester.

Majors taking course: Master of Social Work

There are no programs that list SOW 5539.

SOW 5565 **Part-Time MSW Generalist Field Education and Seminar I** **2(2,0)**

PR: SOW 5305; CR SOW 5306.

Field education for part-time MSW generalist students; includes seminar and supervised practice of social work in an agency for ~~180~~ 150 clock hours. Graded S/U.

Term Offered: ~~Occasional~~ Fall

Discussion with others: N/A

Rationale: Requirements for generalist field seminar were decreased from 500 clock hours of internship to 400 hours of internship. This resulted in a decrease of 30 hours of internship for this semester.

Majors taking course: Master of Social Work

There are no programs that list SOW 5565.

SOW 5566 **Part-Time MSW Generalist Field Education and Seminar II** **2(2,0)**

PR: SOW 5565; CR: SOW 5306.

Field Education for part-time MSW generalist students; includes seminar and supervised practice of social work in an agency for ~~180~~ 150 clock hours. Graded S/U.

Term Offered: ~~Occasional~~ Spring

Discussion with others: N/A

Rationale: Requirements for generalist field seminar were decreased from 500 clock hours of internship to 400 hours of internship. This resulted in a decrease of 30 hours of internship for this semester.

Majors taking course: Master of Social Work

There are no programs that list SOW 5566.

SOW 5567 **Part-Time MSW Generalist Field Education and Seminar III** **2(2,0)**

PR: SOW 5566.

Field Education for part-time MSW generalist students; includes seminar and supervised practice of social work in an agency for ~~140~~ 100 clock hours. Graded S/U.

Term Offered: ~~Occasional~~ Summer

Discussion with others: N/A
Rationale: Requirements for generalist field seminar were decreased from 500 clock hours of internship to 400 hours of internship. This resulted in a decrease of 40 hours of internship for this semester.
Majors taking course: Master of Social Work
There are no programs that list SOW 5567.

SOW 6123 Psychosocial Pathology 3(3,0)
PR: All first-year courses in the MSW Program ~~SOW 5305, SOW 5105, SOW 5404, SOW 5235, SOW 5306, SOW 5106, SOW 5432, SOW 5532, SOW 5132, SOW 5533.~~ or Advanced Standing.
Study of psychosocial dynamics of dysfunctional behavior in individuals.
Term Offered: ~~Fall~~ Summer
Discussion with others: Existing course - no duplications or conflicts.
Rationale: Changing terms offered - course is now offered in summer. Course list in prerequisites is all courses in first year of MSW - no need to list them individually
Majors taking course: Master of Social Work
There are no programs that list SOW 6123.

SOW 6324 Clinical Practice with Groups 3(3,0)
PR: Advanced standing in MSW ~~program.~~ program and SOW 6123.
Group work theories, interventions and techniques applied to persons with emotional, social and psychological problems.
Term Offered: ~~Fall~~ Fall, Spring
Discussion with others: None - existing course
Rationale: Updating prerequisite and terms offered
Majors taking course: Master of Social Work
There are no programs that list SOW 6324.

SOW 6348 Clinical Practice with Individuals 3(3,0)
PR: Advanced standing in MSW ~~program.~~ program and SOW 6123.
Behavioral, crisis, and psychosocial theories applied to persons with emotional, social, and psychological problems.
Abbrev (30 of 30): ~~Clinical Practice w Indiv~~ Clinical Practice w Individual
Discussion with others: None - existing course
Rationale: Updating prerequisite.
Majors taking course: Master of Social Work
There are no programs that list SOW 6348.

SOW 6383 Social Work Administration 3(3,0)
PR: ~~Graduate standing.~~ Admission to MSW program or C.I.
Designed as a general introduction to the multi-faceted nature of social work administration in public and private non-profit settings.
Term Offered: ~~Odd Spring~~ Occasional
Discussion with others: None - existing course

Rationale: Updating prerequisite and term offered. Course requires a social work background. Students from other programs should not register for the course without consent of instructor to ensure they have the adequate background.
There are no programs that list SOW 6383.

SOW 6424 Theories for Evidence-Based Clinical Practice in Social Work 3(3,0)

PR: ~~Admission to Master of Social Work program.~~ All first-year courses in the MSW Program or Advanced standing.
Theoretical perspectives including: Cognitive; Cognitive Behavioral; Feminist Therapy; Psycho-dynamic Therapy; Motivational Interviewing; Rational Emotive Behavioral Therapy; Solution-focused Therapy; and Narrative Therapy.
Discussion with others: None - existing course
Rationale: Updating prerequisite
Majors taking course: Master of Social Work program
There are no programs that list SOW 6424.

SOW 6531 Full Time MSW Clinical Field Education and Seminar I 4(4,0)

PR: SOW 5538 and SOW 5539; CR SOW 6123, SOW 6348, SOW 6612, SOW 6324.
Field education for full-time MSW students; includes seminar and supervised practice of social work in an agency for ~~275~~ 300 clock hours. Graded S/U.
Term Offered: ~~Occasional~~ Fall
Discussion with others: None - existing course
Rationale: Requirements for clinical field seminar were increased from 550 clock hours of internship to 600 hours of internship to provide additional clinical experience. The result is an increase of 25 hours of internship for this semester.
Majors taking course: Master of Social Work
There are no programs that list SOW 6531.

SOW 6536 Full Time MSW Clinical Field Education and Seminar II 4(4,0)

PR: SOW 6531.
Field education for full-time MSW clinical students; includes seminar and supervised practice of social work in an agency for ~~275~~ 300 clock hours. Graded S/U.
Term Offered: ~~Occasional~~ Spring
Discussion with others: Existing course - no conflicts.
Rationale: Requirement for clinical field seminar were increased from 550 clock hours of internship to 600 hours of internship to provide additional clinical experience. This resulted in an increase of 25 hours of internship for this semester.
Majors taking course: Master of Social Work
There are no programs that list SOW 6536.

SOW 6561 ~~**Part-Time MSW Clinical Field Education and Seminar 1**~~ **Part-Time MSW Clinical Field Education and Seminar I** **3(3,0)**

PR: SOW 5567; SOW ~~6123;~~ 6123 and SOW ~~6348; SOW 6612; CR: SOW 6324.~~ 6424.
Field education for part-time MSW students; includes seminar and supervised practice of social work in an agency for ~~200~~ 225 clock hours. Graded S/U.
Term Offered: ~~Occasional~~ Fall
Discussion with others: Existing course - no duplication or conflicts.
Rationale: There are a total of 8 credit hours required for clinical field seminar (3 courses). Part-time Clinical I and Part-time Clinical II are now offered Fall and Spring, respectively, and are assigned 3 credit hours. Part-time Clinical III is now offered in summer (the shortest semester at 12 weeks) and assigned 2 credits hours. Overall clock hour requirement for clinical field was increased from 550 clock hours to 600 hours. This resulted in an increase in clock hours for this course. Correction to prerequisite list.
Majors taking course: Master of Social Work
There are no programs that list SOW 6561.

SOW 6562 **Part Time MSW Clinical Field Education and Seminar II** ~~**2(2,0)**~~ **3(3,0)**

PR: SOW 6561.
Field education for part time MSW clinical students; includes seminar and supervised practice of social work in an agency for ~~150~~ 225 clock hours. Graded S/U.
Term Offered: ~~Occasional~~ Spring
Discussion with others: N/A
Rationale: There are a total of 8 credit hours required for clinical field seminar (3 courses). Part-time Clinical I and Part-time Clinical II are now offered Fall and Spring, respectively and should be assigned 3 credit hours. Part-time Clinical III is now offered in summer (the shortest semester at 12 weeks) and therefore assigned 2 credits hours. Overall clock hour requirement for clinical field was increased from 550 clock hours to 600 hours to provide additional clinical experience. This resulted in an increase of 75 hours of internship for this semester.
Majors taking course: Master of Social Work
There are no programs that list SOW 6562.

SOW 6563 **Part-Time MSW Clinical Field Education and Seminar III** ~~**3(3,0)**~~ **2(2,0)**

PR: SOW 6562.
Field education for part-time MSW clinical students; includes seminar and supervised practice of social work in an agency for ~~200~~ 150 clock hours. Graded S/U.
Term Offered: ~~Occasional~~ Summer
Discussion with others: None - existing course

Rationale: There are a total of 8 credit hours required for clinical field seminar (3 courses). Fall and Spring semesters are each assigned 3 credit hours with students completing 225 clock hours each term. The summer semester is the shortest (12 weeks); therefore the clock hours are set at 150 and course is assigned 2 credits hours. Overall clock hour requirement increased from 550 to 600 for clinical field.
Majors taking course: Master of Social Work
There are no programs that list SOW 6563.

SOW 6603 Social Work in Health Settings 3(3,0)
PR: ~~Graduate standing~~ Admission to MSW program or C.I.
Study of social work roles, interventions, and issues related to helping clients in health care settings.
Term Offered: ~~Summer~~ Occasional
Discussion with others: None - existing course
Rationale: Updating prerequisite and term offered. Course requires a social work background. Students from other programs should not register for the course without consent of instructor to ensure they have the adequate background.
There are no programs that list SOW 6603.

SOW 6604 Medications in Social Work Practice 3(3,0)
PR: Admission to MSW program ~~or certificate or C.I.~~ and SOW 6123.
The study of the effects that psychotropic medications can have within the counseling/helping relationship.
Discussion with others: None - existing course
Rationale: Updating prerequisite
There are no programs that list SOW 6604.

SOW 6612 Clinical Practice with Families 3(3,0)
PR: Advanced standing in MSW ~~program.~~ program and SOW 6123.
Family-focused models of intervention applied to families in transition and to problems such as divorce, single parenting, and blended families.
Abbrev (29 of 30): ~~Clin Practice with Families~~ Clinical Practice w/ Families
Discussion with others: None - existing course
Rationale: Updating terms offered
Majors taking course: Master of Social Work
There are no programs that list SOW 6612.

SOW 6644 ~~Interventions with Elderly and Their Families~~ Interventions with Older Adults and Their Families 3(3,0)
PR: ~~Graduate standing~~ Admission to MSW program or C.I.
Study of concepts, skills, models and theories for intervening with the elderly. Special attention is given to minority populations.
Abbrev (30 of 30): ~~Interventn w Elderly & Family~~ Intervention Older Adults &Fam
Term Offered: ~~Summer~~ Occasional

Discussion with others: N/A
Rationale: The field of social work no longer uses the term "elderly," the appropriate and accepted term within the field is "older adults."
Majors taking course: Social Work
There are no programs that list SOW 6644.

SOW 6652 Children Services in Social Work 3(3,0)
PR: ~~Graduate standing.~~ Admission to MSW program or C.I.
Study of societal responses to ~~children\'s~~ children's needs. Critical ~~Analysis~~ analysis of social and organizational systems as it relates to delivery of child welfare services.
Term Offered: ~~Spring~~ Occasional
Discussion with others: None - existing course
Rationale: Updating prerequisite and term offered. Course requires a social work background. Students from other programs should not register for the course without consent of instructor to ensure they have the adequate background.
There are no programs that list SOW 6652.

SOW 6712 Interventions with Substance Abusers 3(3,0)
PR: ~~Graduate standing~~ Admission to MSW program, Juvenile Justice, or Corr. Leadership certificates.
Empirically based interventions for working with persons who abuse alcohol and other drugs. Course will focus on social work treatment with this population.
Term Offered: ~~Summer~~ Occasional
Discussion with others: None - existing course
Rationale: Updating prerequisite and term offered. Course requires a social work background. Students from other programs should not register for the course without consent of instructor to ensure they have the adequate background.
There are no programs that list SOW 6712.

College of Sciences Course Revisions

CHS 6513 ~~QA & Bioinformation~~ 3(3,0)
Quality Assurance for Forensic Scientists
PR: Admission into Forensic Science M.S. and C.I. ~~and satisfaction of statistics and biology requirements.~~
Principles and concepts of ~~Quality Assurance~~ quality assurance for forensic scientists. Includes a ~~description~~ study of ~~current industry wide standards~~ national analytical and ~~procedures for locating, evaluating, and processing information about DNA.~~ accreditation standards.
Abbrev (26 of 30): ~~QA & Bioinformation~~ QA for Forensic Scientists
Term Offered: ~~Occasional~~ Even Fall
Repeat For Credit: ~~No~~ Yes Max Times: 0
Discussion with others: n/a

Rationale: Only a course name change is requested: no change to course syllabus is proposed. The original course title included the term 'Bioinformation' which was meant to represent the intent to give students an awareness of how information could be gleaned from the internet. Fifteen years on, all students are now internet savvy and this heuristic element is no longer necessary: students are expected to be able to retrieve information from the internet. The new course name better reflects the nature of the currently taught course.
Majors taking course: Forensic Science M.S.
There are no programs that list CHS 6513.

4. Course Deletions

College of Business Administration Course Deletions

College of Health and Public Affairs Course Deletions

RET 5910 HPA-Department of Health Professions 3(3,0)
Research Methods in Cardiopulmonary Physiology Introduction to methods used in scientific and medical research in cardiopulmonary physiology. Literature review, experimentation, and data analysis.
Discussion with others: Discussions with Health Management Informatics and Health Professions have determined there is no conflict with deleting this course.
Rationale: The Department of Radiological Sciences was discontinued. No students are left in the program.
There are no programs that list RET 5910.