To: Faculty Curriculum Committee

Fr: Roxane DeLaurell
    Director Honors Program in Business
    Associate Professor ACLS

Attached please find a request to reanimate BLAW 499 Bachelor’s Essay. I spoke with the registrar’s office and the course is in the system but for some reason was deactivated. I have attached the form for reactivation, a signature page signed by the chair of ACLS and the Dean of the Business School. I have also attached an email from the Honor’s College wherein they state that they have no objection to this reactivation.

If any further information is required please contact me at the email or phone below.

I respectfully request the reactivation of BLAW 499.

Respectfully,

Roxane DeLaurell

delaurelrlr@cofc.edu
953 5358
Instructions:
- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. You must do this before your request can move forward!
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Roxane DeLaurell  Phone: 3-5358  Email: delaurellr@cofc.edu

Department or Program: ACLS  School: Business

Subject Acronym and Course Number: BLAW 499

Catalog Year in which changes will take effect: FALL ____2015_____

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☐ Add a New Course (complete parts C, D, F, G, H, I, J)
☐ Change Part of an Existing Course (complete parts C, D, E, F, G, I, J)
  ☐ Course Number (you must submit a course deactivation request for the old course number)
  ☐ Course Name
  ☐ Course Description
  ☐ Credit/Contact Hours
  ☐ Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
☐ Deactivate an Existing Course (complete parts C, D, E, G, I, J)
☒ Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

The course was deactivated for some reason it now needs to be reactivated so as to allow the Director of the Honors Program in Business to supervise Bachelor's Essays in her discipline.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

will allow BLAW 499 to count as HONS requirement.
E mail in support is attached.
E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: ACLS  School: Business  Subject Acronym: BLAW  Course Number: 499

Credit hours: __6 lecture __lab __seminar __independent study
Contact hours: __ lecture __lab __seminar __6 independent study

Course title:
Bachelor's Essay

Course description (maximum 50 words, exactly as it appears in the catalog):

A year long research and writing project during the senior year under the supervision of a faculty member from the department. A project proposal must be submitted in writing and approved by the department prior to registration.

Restrictions (pre-requisites, co-requisites, majors only, etc.):

Cross-listing, if any:

Is this course repeatable? □ yes  x□ no  If yes, how many total credit hours may the student earn? ____

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department:  School:  Subject Acronym:  Course Number:

Credit hours: __ lecture __lab __seminar __independent study
Contact hours: __ lecture __lab __seminar __independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

Restrictions (pre-requisites, co-requisites, majors only, etc.):

If this is a newly-created course, is it intended to be the equivalent of an existing course? □ yes  □ no
If so, which course? ________________

If equivalent, will the newly-created course replace the existing course? □ yes  □ no
Note: If yes, you must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department): ________________
Note: Cross-listed courses are equivalent.

Is this course repeatable? □ yes  □ no  If yes, how many total credit hours may the student earn? ____

Is there an activity, lab, or other fee associated with this course? □ yes  □ no  What is the fee? $_____

This form was last updated on 12/13/13 and replaces all others.
Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

✓ G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

None

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>What will students know and be able to do when they complete the course?</td>
<td>How will each outcome be measured? Who will be assessed, when, and how often? How well should students be able to do on the assessment?</td>
</tr>
</tbody>
</table>

1. 

2. 

3. 

4. 

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? ☐ yes ☑ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

This form was last updated on 12/13/13 and replaces all others.
J. CHECKLIST.

☐ I have completed all relevant parts of the form.

☐ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ (For new courses only) I have attached a syllabus.

☑ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

☐ I have submitted one Signature Form that lists all of the different forms I am submitting.
FACULTY CURRICULUM COMMITTEE
SIGNATURE PAGE

• In section A, list ALL of the forms covered by this signature page. If you submit a form that is not listed in A, your proposal will be held back until we receive a new, updated signature page.
• You must obtain the signature of your department chair and dean before submitting your proposal.

A. FORMS COVERED BY THIS SIGNATURE PAGE. List each form you are submitting—for instance, PSYC 383, Course Form; PSYC, Change of Major Form; PSYC, Change of Minor Form.

BLAW 499 Reactivation Form for Bachelor’s Essay

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:
   ___________________________  Date: 3/9/2015

2. Signature of Academic Dean:
   ___________________________  Date: 3/9/15

3. Signature of Provost:
   ___________________________  Date: 3/10/15

4. Signature of Business Affairs (only for course fees):
   ___________________________  Date: 3/10/15
   □ fee approved on ____________
   □ BOT approval pending

5. Signature of Curriculum Committee Chair:
   ___________________________  Date: 3/10/15

6. Signature of Budget Committee Chair (only for new programs):
   ___________________________  Date: 3/10/15

7. Signature of Academic Planning Committee Chair (only for new programs):
   ___________________________  Date: 3/10/15

8. Signature of Faculty Senate Secretary:
   ___________________________  Date: 3/10/15

Date Approved by Faculty Senate: ____________________
Subject: BLAW 499
Date: Monday, March 9, 2015 at 2:17:31 PM Eastern Daylight Time
From: Ganaway, Bryan F
To: Delaurell, Roxane M

Dear Roxane,

This e-mail is simply confirmation of our phone conversation.

Reactivating BLAW 499 will not impact the Honors College negatively in any way.

Please let me know if you need any more information from me.

Sincerely,

Bryan