2017-12-14 - UCC Agendas/Minutes
ZZ - UCC Meeting Agendas/Minutes

Undergraduate Curriculum Committee - Meeting Agenda/Minutes

Location* Greenville Centre 1200

Date* 2017-12-14

Agenda* ☑ Agenda

Committee* UCC Agendas/Minutes

Notice

Complete and correct proposals/packages were placed on this agenda in the order in which they were received and availability of time.

The Committee devotes the necessary time to thoroughly review each package; therefore, presentation times are approximate and may vary. Your patience is appreciated.

Section I - Meeting Agenda

Agenda Items*

<table>
<thead>
<tr>
<th>I. Call to Order/Announcements</th>
</tr>
</thead>
<tbody>
<tr>
<td>The spring semester meetings will take place in Greenville Centre 1200.</td>
</tr>
</tbody>
</table>

| II. College of Health and Human Performance |
| Department of Health Education and Promotion (Karen Vail-Smith) |
| 1. Revision of an Existing Degree: Public Health Studies, BS (Level 1) |

| III. College of Business |
| Department of Marketing and Supply Chain Management (Jason Rowe) |
| 1. Proposal to Unbank an Existing Course: MKTG 4332 (Level 1*, requires Faculty Senate Review) |

College of Allied Health Sciences
IV. Department of Health Services and Information Management (Xiaoming Zeng)

1. Discontinue an Existing Undergraduate Minor: Health Informatics Minor (Level 1) 

V. Harriot College of Arts and Sciences
Department of English (Lida Cope)

1. Proposal of a New Course: ENGL 1500 (Level 1*, requires Faculty Senate Review)
2. Revision of an Existing Course: FILM 4985 (Level 1)

VI. Harriot College of Arts and Sciences
Department of Biology (Jean-Luc Scemama)

1. Proposal of a New Course: BIOL 4420 (Level 1*, requires Faculty Senate Review)
2. Revision of Existing Courses: BIOL 3504, 3550, 4991 (Level 1)
3. Banking of Existing Courses: BIOL 4504, 4514, 4550, 4992, 4993 (Level 1)
4. Revision of Existing Degrees: Biochemistry, BS and Biology, BS (Level 1)

VII. Course Substitution Package Review

<table>
<thead>
<tr>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Education, BS</td>
</tr>
<tr>
<td>English, Secondary Education, BS</td>
</tr>
<tr>
<td>History, Secondary Education, BS</td>
</tr>
<tr>
<td>Mathematics, Secondary Education, BS</td>
</tr>
<tr>
<td>Middle Grades Education, BS</td>
</tr>
<tr>
<td>Rehabilitation Services, BS (review additional rationale)</td>
</tr>
<tr>
<td>Science Education, BS</td>
</tr>
<tr>
<td>Special Education, Adapted Curriculum, BS</td>
</tr>
<tr>
<td>Special Education, General Curriculum, BS</td>
</tr>
</tbody>
</table>

VIII. Old Business

- Derek Maher will discuss the prospective changes to the multidisciplinary minor.

Section II - Meeting Minutes

<table>
<thead>
<tr>
<th>Date</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/14/2017</td>
<td>Minutes</td>
</tr>
</tbody>
</table>
I. Call to Order/Announcements

Meeting called to order by Chair.

II. College of Health and Human Performance
Department of Health Education and Promotion
(Karen Vail-Smith, Susannah Berry)

Proposed request was to make revisions to an existing degree--Public Health Studies, BS. These revisions include clarification about how the science GPA is calculated for the Prehealth Professions concentration and removal of the GPA requirement for the three courses required in order to declare the Worksite concentration. The courses required (ECON 2113, HLTH 2000 and PSYC 3141) remain the same. The committee reviewed the edits and discussed the rationale for the proposed changes.

Decision

☑ Approve

☐ Approve with Amendments

☐ Tabled (returned to originator)

III. College of Business
Department of Marketing and Supply Chain Management
(Jason Rowe)

Proposal to unbank an existing course: MKTG 4332
Discussed rationale for unbanking the above course. No specific problems were found with the proposal.

Decision
☑ Approve
☐ Approve with Amendments
☐ Tabled (returned to originator)

IV. College of Allied Health Sciences
Department of Health Sciences and Information Management
(Xiaoming Zeng, Martha Chapin)

Request was to discontinue an existing Undergraduate Minor--Health Informatics. Enrollment in the minor was stopped in 2013, and there are no students currently in the program.

Motion to approve requested and second.

Decision
☑ Approve
☐ Approve with Amendments
☐ Tabled (returned to originator)

V. Harriot College of Arts and Sciences
Department of English
(Lida Cope)

Proposal of a New Course: ENGL 1500. Dr. Cope shared the description of the course which includes critical thinking and would serve as a gateway for the major. Changes were based in part on the results of an accreditation visit. General discussion took place and committee members noted that this could be a special topics course, and topics could be made clear by using supplemental titles. Committee members discussed the course description, including the use of questions in the description. Part of the intent of the title and description was to encourage students to take the course. Suggested edits included changes to the grading scale, and modification of title and course description.

Decision
☐ Approve
☑ Approve with Amendments
☐ Tabled (returned to originator)
Section III

VI. Harriot College of Arts and Science (continued request)
Department of English
(Lida Cope)

Revision of an Existing Course: FILM 4985
Course changes each semester with varying topics. The committee members noted that this is a capstone course so it should not be a special topics course and not have students repeat up to 6 s.h.. The committee members suggested the need for this capstone course (FILM 4985) and also a separate Special Topics course. A suggestion was to rotate when the capstone course was taught with the Special Topics. This would allow management of faculty teaching and students would need to plan and adjust their schedule to take the needed course.

The suggestion is to propose a new Special Topics course instead of revising this course. The proposed revision to FILM 4985 will not be approved.

Decision
☐ Approve
☐ Approve with Amendments
☑ Tabled (returned to originator)

VII. Harriot College of Arts and Science
Department of Biology
(Jean-Luc Scenama)

Proposal of a New Course: BIOL 4420 has been offered as a topic course for 2 semesters. Since it was successful it will allow students to have more job marketability. There are several research courses (independent study courses) that are 1s.h. and 2 s.h. and some are WI. The same apply to internship courses. The proposal is to revise the courses 3504 (independent study not WI), 3550 (independent study WI) and 4991 (internship) so they are offered with variable credits, and to bank BIOL 4504, 4514, 4550, 4992 and 4993.

BIOL 4420 course description is long and general discussion occurred about the value of shortening it compared to the benefits of leaving it as is. Suggested edit included adding "DNA" before "sequencing.", changing "associated lab" to "the lab component". In the assignments, there is a need to add a statement about how the lab will affect the final grade. Another suggested edit included to change "their" into "microbial" in the course description.

BIOL 3504 the amount of work is identified per semester hour. For example when the student takes 1 s.h. the student is expected to spend a minimum of 3 hours on research per week and 2 s.h. is 6 hours of research per week.

BIOL 3550 The same applied in relation to hours. This course is WI.

BIOL 4991 no suggested edits.

Catalog Copy: Impact in Biochemistry only not in Biology, BS. Molecular/cell biology there was one change that was made by R. Baker. Revision of Existing Degrees changes were reviewed
**Motion to approve as amended requested by Dr. Spalding, and seconded by Dr. Richardson.**

<table>
<thead>
<tr>
<th>Decision</th>
<th>☐ Approve</th>
<th>☑ Approve with Amendments</th>
<th>☐ Tabled (returned to originator)</th>
</tr>
</thead>
</table>

**VIII.** The committee was requested to assist with defining "non-standard courses". It was decided that they were courses that did not meet at a regular time such as internship, independent studies and directed reading. They will require a short statement in the course description as to the "type of course". Dr. Reaves shared that there is a PRR related to academic credit --which defines the amount of credit. Further discussion needed on this topic.

<table>
<thead>
<tr>
<th>Decision</th>
<th>☐ Approve</th>
<th>☐ Approve with Amendments</th>
<th>☑ Tabled (returned to originator)</th>
</tr>
</thead>
</table>

**IX.** **Course Substitution Package Review (Education and Rehabilitation Services)**

Packages tabled until further information available from Education.

<table>
<thead>
<tr>
<th>Decision</th>
<th>☐ Approve</th>
<th>☐ Approve with Amendments</th>
<th>☑ Tabled (returned to originator)</th>
</tr>
</thead>
</table>

**X.** Old Business: Dr. Derek Maher to discuss the prospective changes to the multidisciplinary minor. Dr. Maher was unable to attend so discussion will happen at the January meeting.
Decision

☐ Approve
☐ Approve with Amendments
☑ Tabled (returned to originator)

Section IV

XI.

XII.
imported from the step above. Sometimes, programs are housed at the college/school level, rather than a department, particularly in the case of inter-/multi-disciplinary programs. If no unit was imported, click once in the text box below and choose the home department/unit for the program.

<table>
<thead>
<tr>
<th>Department</th>
<th>Department of Health Education and Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type</td>
<td>Bachelor's</td>
</tr>
<tr>
<td>Degree Type</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Program Title</td>
<td>Public Health Studies, BS</td>
</tr>
</tbody>
</table>

**Program Description**

*Program Coordinator: Jennifer Matthews (2302 Carol Belk Building; 252-328-1704; cremeens@ecu.edu)

Students entering the public health studies degree program choose one of three concentrations: community health, prehealth professions, or worksite health promotion. The community health concentration requires a minimum cumulative GPA of 2.75 for entry. Students entering the worksite health promotion concentration must have a minimum cumulative 2.5 GPA and a minimum 2.5 GPA calculated on three courses: ECON 2113; HLTH 2000; PSYC 3241. Students entering the prehealth professions concentration must have a minimum cumulative 3.0 GPA and a minimum 3.0 GPA calculated on using the most recent grade earned at a college or university in the following courses: BIOL 1100, BIOL 1101, BIOL 1200, BIOL 1201; CHEM 1150, CHEM 1151, CHEM 1160, CHEM 1161. Only the most recent grade taken at a community college or four-year institution will be used to calculate the science GPA for prehealth students. All students must declare on or before reaching 90 credit hours.

Minimum degree requirement is 124 s.h. as follows:

1. **General education requirements including those listed below—40 s.h.**

   (For information about courses that carry general education credit see General Education Program.)

   **All concentrations:**
MKTG - 4332 - Professional Selling

B - LONG Course Revision Form

Section I - General Information

Top

Please contact your liaison for assistance.

**Read before you begin**

Steps to completing your form:

- Import
- Launch
- Edit
- Approve

Detailed instructions are in the form at each step.

1. TURN ON HELP TEXT before starting this proposal by clicking in the top right corner of the left pane.

2. FILL IN ALL REQUIRED FIELDS MARKED WITH AN * prior to LAUNCHING. Any attempt to launch before completion of all REQUIRED fields will result in a validation error for each incomplete field.

Note: You can SAVE your changes by clicking at the bottom of the screen at any point (prior to launching) and return to the proposal later. After launching, you must SAVE your work in each individual entry field.

Are you using the correct form?

If you are ADDING or DELETING an existing course from a program, you must use the PROGRAM REVISION FORM. If you are BANKING an existing course, you must use this form, as well as the PROGRAM REVISION FORM. If you are proposing a NEW course, you must use the NEW COURSE FORM.

Contact Person* Jason Rowe

Telephone* 252-737-4342  Email* rowew@ecu.edu
If you need a new course prefix and/or number, send an email request to Diane Coltraine for the prefix and Marc Setliff for the new course number. You may not complete this form until you have received the response(s) for the prefix and/or number.

Level* □ Undergraduate □ Graduate

If you are performing the following tasks, you will complete ONLY Sections I, II, VI, VII, and VIII.

Banking/deleting course*
Revising prefixes
Revising prereqs/coreqs
Renumbering to the SAME level (no content change)
Removed a 5000-level course from the UG catalog
Revising repeatability
Revising course or course list prefix
Revising title (no content change)

All sections of the form must be completed for all other tasks.

* Also requires Program Revision Form if banked/deleted courses are listed in any programs.

Check action(s) for this proposal*

☐ Revising course title
☐ Revising course description
☐ Revising course objective(s)
☐ Revising course prerequisite(s)
☐ Revising course prefix
☐ Revising course repeatability
☐ Revising course credit hours
☐ Revising course content
☐ Renumbering an existing course to the same or different level
☐ Revising the prefix for an entire course list
☐ Removing a 5000-level course from the undergraduate catalog
☐ Unbanking course
☐ Banking a course
☐ Deleting a course
☐ Other (please explain in the Memorandum of Request)
Memorandum of Request (MOR)

Package identification: Include a comprehensive list of **ALL ACTION ITEMS** you are proposing as a package. Example: If you are revising three courses, proposing two new courses, and changing departmental text, your MOR for this form - and all other forms in the package - should state all actions explicitly. This will ensure all parts of your package are reviewed simultaneously.

Also include any additional resources and support identified in Section VI in this form (below).

Note that you will provide justification for this particular course revision in the "Justification" field below.

### Memorandum of Request

The department of Marketing & Supply Chain Management seeks to unbank **two courses**: MKTG 4332 Professional Selling and MKTG 4342 Sales Force Management. The department is developing a sales focused path for students to allow them to be more competitive in the job market and having the ability to offer these classes this class will prove beneficial to students. No new resources will be required. MKTG 4332 Professional Selling will also be part of the BS in Entrepreneurship (proposal forthcoming).

### Justification

Include the following items in your justification:

- Why you wish to offer or revise the course
- The gap you are attempting to fill
- How the course responds to the assessment of student learning

If applicable, include the following:

- Any accrediting bodies associated with this course, including specific accreditation standards that were included in the decision to add the course
- Student or alumni survey results

### Justification

The Bureau of Labor Statistics indicates that employment opportunities in professional selling are expected to increase 8.9% by 2022. According to The Wall Street Journal, “sales-oriented companies have been able to ramp up hiring as other companies cut back in part because commission-based jobs are less of an investment than typical salaried positions.” The effect of this trend has already become evident as new college graduates are increasingly finding that the best job offers they are receiving are for sales
positions. Graduates need exceptional professional selling skills to be successful in this environment. In response, the Department of Marketing & Supply Chain Management has been developing sales-focused curriculum over the past few years (e.g., a new course on persuasion and selling, a new professional selling certificate). Unbanking the two course included in this proposal will allow the department to better serve increasing student interest in the field of professional selling.

Course Discipline*  Marketing Banked Courses

Does this action impact teacher education?*  Yes  No

Does this action have a global component in its content?*  Yes  No

This is a course in one of the following programs

Diane Coltraine

Activity Log

BSBA

BSBA  MAT  MAEd

Section II - Course Information

Import Existing Course Information

Import any existing course information by clicking the in the top left pane of this form. Respond to the down-arrow prompts. Any information in Acalog will be imported to the appropriate fields in this form. NOTE: Permalink information brought in from Acalog as part of an import will be available for review, but may not be created or modified within Curriculog; modifications will break the links.

**** DO NOT edit any imported information before you launch this form. ****

Add Department

Acalog may have imported this information (academic home) for you. If no information is imported for this field, click on "add item" and select the department or school name from the list.
Course Prefix and/or Number

If this is an EXISTING course, course information has already been imported from Acalog in the fields below.

If you requested a new course prefix from Diane Coltraine and/or a new course number from Marc Setliff, when you receive an approved response, attach the email response(s) and continue completing the form.

Navigate to the Toolbox and click the in the top right pane to attach documents to this proposal.

Course Title* Professional Selling

Course Prefix* MKTG

Course Number* 4332

Course Description* Role and activities of professional salesperson in modern marketing. Selling as profession, selected aspects of buyer behavior, sequential steps of selling process, and career development.

Requesting Special Designations for this Course

If you are requesting special designations, you must follow each applicable committee's process found in these links: Service Learning (SL), Writing Intensive (WI), General Education (GE), Domestic Diversity (DD), and Global Diversity (GD). Attach the committees' response(s) (approve or reject) to this proposal. Also, add the designated course attribute, as described in the HELP text, in the section below.

Course Attributes

The fields below are optional fields. If you are revising any course attributes, you need to make your edits/changes AFTER LAUNCH for changes to be tracked on the marked catalog copy. The information entered into these fields will be exported to Acalog and must
follow a specific format; see HELP text.

<table>
<thead>
<tr>
<th>Credits* 3</th>
<th>Lecture/Lab/Studio Hours</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Learning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Writing Intensive

| P (Prerequisite) MKTG 3832. ECON 2113. |

When Offered

RP (Recommended Prereq)

General Education (GE) Curriculum

RC (Recommended Prereq)

Diversity (DD/GD)

C (Corequisite)

Formerly

Same as

P/C (Prereq/Coreq)

RP/C (Recommended Prereq/Coreq)

Further action required?

You may skip to Section VI if your revisions address only the following items:

- Banking/Deleting (may also require Program Revision Form)
- Prefixes
- Prereqs/Coreqs
- Renumbering to the SAME level (no content change)
- Removing a 5000-level course from the UG catalog
- Repeatability
- Revising course or course list prefix
- Title (no content change)

All other actions must continue to Section III and complete all applicable optional and required fields for the rest of the form before approving.

STOP COLLAPSE SECTION II - COURSE INFORMATION NOW! Do not edit anything in this section until after you launch your proposal in Section VIII.
Section III - Syllabus Summary

Anticipated ANNUAL Student Enrollment

Use of course in programs; check all that apply

- Required
- Elective

Student Learning Objectives

The curriculum committees recommend the use of Bloom’s Taxonomy as a guide when creating objectives. Each objective should begin with a measurable verb, be student-centered, behavioral-focused, and at the level of the course. Objectives are not deliverables such as assignments.

Student Learning Objectives

The student learning objectives for this course are:

- Display knowledge of the role professional selling plays in marketing strategy.
- Demonstrate the ability to design and deliver sales presentations using basic selling techniques.
- Demonstrate knowledge of buyer behavior and building strong relationships.

Textbooks and/or Readings

Cite using APA, MLA, or other discipline-appropriate format. At a minimum include the author, title, publication date, publisher, publisher city/state/country, and ISBN. Ensure the textbooks/readings cover all of the objectives and topics identified in the course proposal form. Regardless of the format of the class, you must provide samples of the kinds of readings students might do during this course.

Required Textbooks and/or Readings
Course Topic Outline

Only the course topics should be listed. The topics should align with the measurable, student-centered, behavioral-focused course objectives identified above.

<table>
<thead>
<tr>
<th>Course Topic Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Careers in Selling</td>
</tr>
<tr>
<td>Ethical &amp; Legal Issues in Selling</td>
</tr>
<tr>
<td>Sales Behavior &amp; Sales Success</td>
</tr>
<tr>
<td>Buying Behavior &amp; the Buying Process</td>
</tr>
<tr>
<td>Communication Principles</td>
</tr>
<tr>
<td>Giving Benefits in Major Sales</td>
</tr>
<tr>
<td>Adaptive Selling</td>
</tr>
<tr>
<td>Prospecting</td>
</tr>
<tr>
<td>Customer Needs</td>
</tr>
<tr>
<td>Planning the Sales Call</td>
</tr>
<tr>
<td>Making the Sales Call</td>
</tr>
</tbody>
</table>
Course Assignments

The course assignments and the weight of each assignment (for determining the course grade) should be identified. The assignments should align with the measurable, student-centered, behavioral-focused course objectives identified above.

<table>
<thead>
<tr>
<th>Course Assignments</th>
<th>Exams (Total – 100 points):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>There will be two exams during the semester. Exam 1 will cover material taught in the weeks before that exam. The final exam is comprehensive. Each exam will consist of short answer and/or essay questions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Quizzes (50 points):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>There will be five quizzes during the semester. Each quiz will cover material discussed during the weeks prior to that quiz. Each quiz will be worth 10 points.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Sales Call Role Play Scenarios (50 points):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Throughout the course of the semester each student will have the opportunity to engage in role play scenarios. These scenarios involve activities such as initiating customer contact with the aim of scheduling a sales call, handling objections, closing the sale, etc. These role play activities will vary in frequency and duration with skill development through practice being the primary goal.</td>
</tr>
</tbody>
</table>

Grading

Every faculty member has the academic freedom and responsibility to determine grades according to any method that is professionally acceptable, applied equally to all students, and communicated clearly, per the Faculty Manual. Clearly state how course work is evaluated, and how the evaluation of coursework and the final exam, if given, determine a student’s final grade in the course.

Be sure the grading scale follows the grading system published in the
graduate/undergraduate catalogs.

Undergraduate faculty should use the recommended +/- scale.

<table>
<thead>
<tr>
<th>Grading</th>
<th>Total Points</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>186 – 200</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>180 – 185</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>173 – 179</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>167 – 172</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>160 – 166</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>153 – 159</td>
<td>C+</td>
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<tr>
<td>147 – 152</td>
<td>C</td>
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<tr>
<td>140 – 146</td>
<td>C-</td>
<td></td>
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<tr>
<td>133 – 139</td>
<td>D+</td>
<td></td>
</tr>
<tr>
<td>127 – 132</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>120 – 126</td>
<td>D-</td>
<td></td>
</tr>
<tr>
<td>0 – 119</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

Associated Classification of Instructional Programs (CIP) Code

CIP codes are intended primarily for degree and certificate programs only; however, associated CIP codes are sometimes used for additional purposes, such as faculty credentialing. Enter the 6-digit CIP code that matches the corresponding degree program in the ECU academic program inventory (API), or the CIP code that will be most closely associated across multiple programs.

CIP Code 52 1804

Section IV - Method(s) of Delivery

Click in the box to select all CURRENT method(s) of delivery, then click in the box to select all FUTURE method(s) of delivery expected over the next three years.
Section V - Primary Instructional Format and Contact Hours

UNC-GA requires identification of the primary instructional format for each course (e.g. 50% or greater), although multiple formats may be used in delivery. Identify the contact hours for every instructional format used in the delivery of this course by stating the hours per week or semester for each instructional format. If this is a combined format (e.g., codes 09, 13), be sure to identify the contact hours for each applicable component. This is for information only.

02 Lab requires scientific- or research-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment, typically
held in 210 (classroom lab) designated spaces.

### 02 Lab Contact Hours

**02 Lab**
- **Week**
- **Semester**

### 03 Studio Contact Hours

**03 Studio** requires visual- or aesthetic-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment.

### 04 Lecture Contact Hours

**04 Lecture** requires the extended expression of thought supported by generally-accepted principles or theorems of a field or discipline led by an expert or qualified representative of the field or discipline.

### 05 Seminar Contact Hours

**05 Seminar** requires students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.

### 06 Student Teaching Contact Hours

**06 Student Teaching** requires students to instruct or teach at an entity external to the institution, generally as part of the culminating curriculum of a teacher education or certification program.

### 07 Practicum Contact Hours

**07 Practicum** requires students to participate in an approved project or proposal that practically applies previously studied theory of the field or discipline under the supervision of an expert of qualified representative of the field or discipline.
08 Clinical requires medical or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.

09 Internship, Field Experience, or Cooperative Education requires students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.

13 Lecture and Lab requires the combined attributes of a lecture course and a lab course.

16 Individual Study requires students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as internship, field experience, cooperative education, practicum, recital, performance, or ensemble.

Section VI - Additional Resources and Support
Select a block if your proposal requires support above and beyond what is typically needed for a course. If no new resources are required, select "none required." Any additional resources required as a result of this proposal must be mentioned in the Memorandum of Request. If any ITCS blocks are selected below, attach cost estimates for ITCS resources and an approval letter from the appropriate ITCS director providing the service(s).

Identify additional resources requested with this proposal

☐ Add'l Personnel
☐ Add'l Facilities
☐ Library Service
☐ Add'l Computer
☐ None Required

ITCS
☐ Mainframe
☐ Statistical Services
☐ Netwk Connection
☐ Computer Lab

STOP

LAUNCH NOW.

LAUNCH by clicking this symbol in the top left pane.

Edit Imported Information: Section II - Course Information

To make changes to fields imported from Acalog, expand Section II, click in the appropriate field, and type over, delete, or add information in the text box. Information edited after launch of the proposal can be viewed as "show current with markup" by viewing User Tracking near the top of the right pane. To see additional edits made by other authorized users, click "Show All Edits by All Users" to see color-coded markup.

Section VII - Impact Report (formerly Affected Units Report)

Impact Report - Impacted Units (formerly Affected Units Report)

Every package must include an Impact Report (formerly Affected Units Report) and a copy of applicable notifications. If an impacted unit responds to your notification, the response must be included with your submission.

NOTE: If you are working with a 5000-level course, you should run a report using both the undergraduate and graduate catalogs.

Run an Impact Report - ** read carefully before starting **

1. Run an Impact Report by clicking the at the top of the left pane.
2. Copy/paste a copy of the Impact Report (even if no units are impacted) into MS Word and save.

**NOTE:** The Impact Report is developed via the Acalog database and is provided *only as a supplement* to impacted units identified by the proposing unit submitting packages. The *proposing unit is responsible* for demonstrating due diligence in notifying all impacted units. Consider running a keyword search in Acalog for similar prefixes, titles, departments, and other information that may seem applicable.

3. Email each affected department chair/school director indicating the action you are taking, the purpose for the notification (possible impact), and when you must have any response they may wish to make.

4. Navigate to the Proposal Toolbox and click the in the top right pane to attach the indicated documents.

5. Certify that all required documents are included with the proposal form at the bottom of the proposal. Failure to attach the required documents will result in your proposal being returned, causing a delay in approvals.

**Top of Form**

Section VIII - Review Entries and Attach Required Documents
Please attach any required files by navigating to the Proposal Toolbox and clicking the icon in the top left corner of the right pane.

Certify

William Rowe

I have reviewed this proposal and have attached all required documents, emails and notifications to all impacted units, if applicable.

I have reviewed this proposal and have attached all required documents, emails and notifications to all impacted units, if applicable.

Approve your Form

As the originator, you may still make edits to the proposal until you approve as Originator in the Approval Steps on the right pane of this form. To approve the form AFTER you have made all your edits, and thus move it forward in the approval process, click the DECISIONS check mark (on the top right pane), and then MAKE MY DECISION. Once you APPROVE your proposal, you will no longer be able to edit your proposal and it will move on to the next step of approval.
Each program action has a level of approval (1, 2, or 3). These levels are shown below as a reference to indicate which workflow is appropriate for the item(s) you check. Curriculog automatically moves your actions through the appropriate process.

Note: If you check multiple items, with multiple approval levels, your package will follow the highest level of approval. Example: Revise degree electives (1) and revise degree title (3), proposal will follow level 3 approval process.

Special Instructions for Specified Check Boxes Below:

Add course(s) to a program (1):
If the course(s) to be added are NEW, you MUST complete and launch the "New Course Form" FIRST. This will allow you to add the new information into this form (below).

Revise degree or certificate title (3)*:
Revise degree or certificate CIP code (3)*:
If you are revising a degree or certificate title or CIP code, you must complete the "Degree Title and/or CIP Code Change Questionnaire" and attach it to this form. Navigate to the Proposal Toolbox and click the located in the top right corner of this form to attach the questionnaire.

Check all that apply*:
- Add course(s) to a program (1)
- Bank or delete a course from a program (1)
- Revise degree or certificate admission standards (1)
- Revise degree, cert., conc., or minor core requirements (1)
- Revise degree or certificate electives (1)
- Revise degree, cert., conc., or minor descriptive text (1)
- Revise concentration or minor title (1)
- Discontinue concentration or minor (1)*
- Add/remove degree thesis/non-thesis options (1)*
- Propose new concentration (2)*
- Propose integrated bachelor's/graduate degree (2)*#
- Move degree, certificate, minor to new academic home (2)*
- Discontinue a certificate (3)*
- Consolidate degrees (3)*
- Revise degree or certificate title (3)*
- Revise degree or certificate hours (3)*
- Revise degree or certificate CIP code (3)*
- Other (please explain in the Memorandum of Request) (3)*

Indicate the number of credit hours for course work within the program.

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>
CIP Code

Enter 6-digit Classification of Instructional Programs (CIP) code if your request involves a degree or certificate program. Otherwise, leave blank. Click here to access the ECU API.

Primary CIP Code

Section II - Program Justification

Memorandum of Request (MOR)

Package identification: Include a comprehensive list of ALL ACTION ITEMS you are moving through the approval process as a package, with special attention to actions that require a separate Curriculog form. Example: If you are revising three courses, proposing two new courses, and changing departmental text, your MOR for this form - and all other forms in the package - should state all actions explicitly. This will ensure all parts of your package are reviewed simultaneously.

Also include any additional resources and support identified in Section V in this form (below).

Note that you will provide justification for the program revisions in the "Justification" field below.

Memorandum of Request

The Department of Health Services and Information Management is proposing to remove the Health Informatics minor currently in the undergraduate catalog.

Justification

Include the following items in your justification:

- Why you wish to offer or revise the program
- The gap you are attempting to fill
- How the program responds to the assessment of student learning

If applicable, include the following:
There are still **required fields** to be completed below, and you cannot launch your proposal until they are filled in. **IT IS IMPORTANT** that you DO NOT edit any **imported fields** until your form is launched. After launch, edits will be used as marked catalog copy to be exported to Acalog.

**Academic Home Unit**

The academic home unit (as listed on the API and recorded in Acalog) should have been imported from the step above. Sometimes, programs are housed at the college/school level, rather than a department, particularly in the case of inter-/multi-disciplinary programs. If no unit was imported, click once in the text box below and choose the home department/unit for the program.

<table>
<thead>
<tr>
<th>Department*</th>
<th>Department of Health Services and Information Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type*</td>
<td>Minor</td>
</tr>
<tr>
<td>Degree Type*</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Program Title*</td>
<td>Health Informatics Minor</td>
</tr>
</tbody>
</table>

**Program Description**

Note: Students are no longer being accepted into this program.

---

**Section IV - Program Revision(s)/Add or Delete Course(s)**

Stop here and make sure all REQUIRED fields are complete. The proposal will not **LAUNCH** if they are not all
Humor and Culture in Text and Talk
Race, Ethnicity, and Metaphor
The Narrative and Image of Sports and Games

Example:

In the sample topic of "Gender and Fairy Tales," for example, students will explore, discuss, and analyze the genre of the fairy tale in cultures around the world. They will examine tales from many countries and critique the role that gender plays in the re-telling of tales across time. They will also use humanities interpretive methods to discover why certain tales have transcended both geographical and historical boundaries.

References


Does this action impact teacher education?  
☐ Yes  ☐ No

Does this action have a global component in its content?  
☐ Yes  ☐ No

This is a course in one of the following programs
☐ BSBA  ☐ MAT  ☐ MAED

Section II - Course Information

Course Title*  Topics in Words, Images, and Ideas

Course Discipline*  English

New Course Prefix and/or Number

Once you receive your requested new course prefix and/or number from Diane Coltraine for the prefix and Marc Setliff for the new course number with an approved response, enter the new information in the field(s) below, after LAUNCHING, attach the email response(s) and continue completing the form.
Do not make any changes until after LAUNCH, then remember to SAVE.

Navigate to the Toolbox and click the + in the top right corner to attach documents to this proposal.

<table>
<thead>
<tr>
<th>Course Prefix*</th>
<th>ENGL</th>
<th>Course Number*</th>
<th>1500</th>
</tr>
</thead>
</table>

**Course Description***
Exploring connections among texts, media, and cultural ideas in everyday life, and the ways in which words, images, and ideas shape our thinking and action. Rotating topics in English studies.

**Course Attributes**
Complete all fields that apply. The information entered into these fields will be exported to Acalog and must follow a specific format; see HELP text for these fields.

| Credits | 3     | Lecture/Lab/Studio Hours | Note
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Learning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Intensive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When Offered</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Education (GE) Curriculum</td>
<td>GE:HU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diversity (DD/GD)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formerly</td>
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<td></td>
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<td></td>
<td></td>
<td>RP/C (Recommended Prereq/Coreq)</td>
</tr>
<tr>
<td>(Prereq/Coreq)</td>
<td></td>
<td></td>
<td>(Recommended Prereq/Coreq)</td>
</tr>
</tbody>
</table>
Requesting Special Designations for this Course

If you requested special designations in the Course Attributes section above, you must attach the committees' response(s) (approve or reject) to this proposal, if applicable. Special designations include: Service Learning (SL), Writing Intensive (WI), General Education (GE), Domestic Diversity (DD), and Global Diversity (GD).

Section III - Syllabus Summary

<table>
<thead>
<tr>
<th>Anticipated ANNUAL Student Enrollment*</th>
<th>116</th>
</tr>
</thead>
</table>

| Use of course in programs; check all that apply* | ☑ Required ☑ Elective |

Textbooks and/or Readings

List using APA, MLA, or other discipline-appropriate format. At a minimum include the author, title, publication date, publisher, publisher city/state/country, and ISBN. Ensure the textbooks/readings cover all of the objectives and topics identified in the course proposal form. Regardless of the format of the class, you must provide samples of the kinds of readings students might do during this course.

**Required Textbooks and / or Readings**


ISBN: 9780691159553

Optional Textbooks and/or Readings
Students will develop an analysis of a pre-approved fairy tale. Students will each pick a tale and a related issue, conduct research, present on the fairy tale, and lead a class discussion. Each student or team of students will turn in a list of a minimum of 10 sources supporting their work.

Final exam (15%)

Attendance and active class discussion (20%)

Grading

Every faculty member has the academic freedom and responsibility to determine grades according to any method that is professionally acceptable, applied equally to all students, and communicated clearly, per the Faculty Manual. Clearly state how course work is evaluated, and how the evaluation of course work and the final exam, if given, determine a student's final grade in the course.

Be sure the grading scale follows the grading system published in the graduate/undergraduate catalogs.

Undergraduate faculty should use the recommended +/- scale.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

Associated Classification of Instructional Programs (CIP) Code

CIP codes are intended primarily for degree and certificate programs only; however, associated CIP codes are sometimes used for additional purposes, such as faculty credentialing. Enter the 6-digit CIP code that matches the corresponding degree program in the ECU academic program inventory (API), or the CIP code that will be most closely associated across multiple programs.
Section IV - Method(s) of Delivery

Click in the box to select all CURRENT or PROPOSED method(s) of delivery, and then click in the box to select all FUTURE method(s) of delivery expected over the next three years.

- **Method(s) of Delivery CURRENT or PROPOSED**: 01 Face-to-face (regular face-to-face meeting times and dedicated physical space at ECU)
- **Method(s) of Delivery FUTURE**: 01 Face-to-face (regular face-to-face meeting times and dedicated physical space at ECU)
  - 08 Internet or world wide web (does not have dedicated physical space and meeting times except for testing and/or examination periods)

Section V - Primary Instructional Format and Contact Hours

UNC-GA requires identification of the primary instructional format for each course (e.g. 50% or greater), although multiple formats may be used in delivery. Identify the contact hours for every instructional format used in the delivery of this course by stating the hours per week or semester for each instructional format. If this is a combined format (e.g., codes 09, 13, 14), be sure to identify the contact hours for each applicable component.

**02 Lab** requires scientific- or research-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment, typically held in 210 (Lab) designated spaces.
03 Studio requires visual- or aesthetic-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment.

04 Lecture requires the extended expression of thought supported by generally-accepted principles or theorems of a field or discipline led by an expert or qualified representative of the field or discipline.

05 Seminar requires students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.

06 Student Teaching requires students to instruct or teach at an entity external to the institution, generally as part of the culminating curriculum of a teacher education or certification program.

07 Practicum requires students to participate in an approved project or proposal that practically applies previously studied theory of the field or discipline under the supervision of an expert of qualified representative of the field or discipline.

08 Clinical requires medical or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.
09 Internship, Field Experience, or Cooperative Education requires students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.

13 Lecture and Lab requires the combined attributes of a lecture course and a lab course.

16 Individual Study requires students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as internship, field experience, cooperative education, practicum, recital, performance, or ensemble.

Section VI - Additional Resources and Support Request

Select a block if your proposal requires support above and beyond what is typically needed for a new course. If no new resources are required, select "none required." Any additional resources required as a result of this proposal must be mentioned in the Memorandum of Request. If any ITCS blocks are selected below, attach cost estimates for ITCS resources and an approval letter from the appropriate ITCS director providing the service(s).
This is a course in one of the following programs

Section II - Course Information

Course Title*  Microbial Biotechnology

Course Discipline*  Biology

New Course Prefix and/or Number

Once you receive your requested new course prefix and/or number from Diane Coltraine for the prefix and Marc Setliff for the new course number with an approved response, enter the new information in the field(s) below, after LAUNCHING, attach the email response(s) and continue completing the form.

Do not make any changes until after LAUNCH, then remember to SAVE.

Navigate to the Toolbox and click the in the top right corner to attach documents to this proposal.

Course Prefix*  BIOL

Course Number*  4420

Course Description*  Microbial role in environmental, agricultural, and industrial processes with emphasis on understanding microbial function and how their growth can be regulated using biotechnological techniques. Topics covered include water treatment, biofuels, environmental remediation, food production, and pharmaceutical development. The lab component will provide hands-on experience and the opportunity to use cutting-edge DNA sequencing technologies.

Course Attributes

Complete all fields that apply. The information entered into these fields will be exported to Acalog and must follow a specific format; see HELP text for these fields.

Credits  4

Lecture/Lab/Studio Hours  3 lecture hours and one 3 hour lab per week
Service Learning

Writing Intensive

When Offered  F

P (Prerequisite)  BIOL 2300

RP (Recommended Prereq)

General Education (GE) Curriculum

RC (Recommended Prereq)

Diversity (DD/GD)

C (Corequisite)

Formerly

Same as

P/C (Prereq/CoReq)

RP/C (Recommended Prereq/Coreq)

Requesting Special Designations for this Course

If you requested special designations in the Course Attributes section above, you must attach the committees’ response(s) (approve or reject) to this proposal, if applicable. Special designations include: Service Learning (SL), Writing Intensive (WI), General Education (GE), Domestic Diversity (DD), and Global Diversity (GD).

Section III - Syllabus Summary

Anticipated ANNUAL Student Enrollment*

20

Use of course in programs; check all that apply*

Required  Elective

Textbooks and/or Readings

List using APA, MLA, or other discipline-appropriate format. At a minimum include the author, title, publication date, publisher, publisher city/state/country, and ISBN. Ensure the textbooks/readings cover all of the objectives and topics identified in the course proposal form. Regardless of the format of the class, you must provide samples of the kinds of readings students might do during this course.

Required
Associated Classification of Instructional Programs (CIP) Code

CIP codes are intended primarily for degree and certificate programs only; however, associated CIP codes are sometimes used for additional purposes, such as faculty credentialing. Enter the 6-digit CIP code that matches the corresponding degree program in the ECU academic program inventory (API), or the CIP code that will be most closely associated across multiple programs.

CIP Code* 260101

Section IV - Method(s) of Delivery

Click in the box to select all CURRENT or PROPOSED method(s) of delivery, and then click in the box to select all FUTURE method(s) of delivery expected over the next three years.

Method(s) of Delivery
CURRENT or PROPOSED*

Method(s) of Delivery
FUTURE*

Section V - Primary Instructional Format and Contact Hours

UNC-GA requires identification of the primary instructional format for each course (e.g. 50% or greater), although multiple formats may be used in delivery. Identify the contact hours for every instructional format used in the delivery of this course by stating the hours per week or semester for each instructional format. If this is a combined format (e.g., codes 09, 13, 14), be sure to identify the contact hours for each applicable component.

02 Lab requires scientific- or research-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment, typically held in 210 (Lab) designated spaces.

02 Lab Contact Hours

02 Lab Week
<table>
<thead>
<tr>
<th>Semester</th>
<th>03 Studio requires visual- or aesthetic-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 Studio</td>
<td>Contact Hours</td>
</tr>
<tr>
<td></td>
<td>Week</td>
</tr>
<tr>
<td></td>
<td>Semester</td>
</tr>
<tr>
<td>Semester</td>
<td>04 Lecture requires the extended expression of thought supported by generally-accepted principles or theorems of a field or discipline led by an expert or qualified representative of the field or discipline.</td>
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<td>Contact Hours</td>
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<td>Week</td>
</tr>
<tr>
<td></td>
<td>Semester</td>
</tr>
<tr>
<td>Semester</td>
<td>05 Seminar requires students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.</td>
</tr>
<tr>
<td>05 Seminar</td>
<td>Contact Hours</td>
</tr>
<tr>
<td></td>
<td>Week</td>
</tr>
<tr>
<td></td>
<td>Semester</td>
</tr>
<tr>
<td>Semester</td>
<td>06 Student Teaching requires students to instruct or teach at an entity external to the institution, generally as part of the culminating curriculum of a teacher education or certification program.</td>
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<td></td>
<td>Week</td>
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<tr>
<td></td>
<td>Semester</td>
</tr>
<tr>
<td>Semester</td>
<td>07 Practicum requires students to participate in an approved project or proposal that practically applies previously studied theory of the field or discipline under the supervision of an expert of qualified representative of the field or discipline.</td>
</tr>
<tr>
<td>07 Practicum</td>
<td>Contact Hours</td>
</tr>
<tr>
<td></td>
<td>Week</td>
</tr>
<tr>
<td></td>
<td>Semester</td>
</tr>
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<td>Semester</td>
<td>08 Clinical requires medical or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.</td>
</tr>
</tbody>
</table>
09 Internship, Field Experience, or Cooperative Education requires students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.

13 Lecture and Lab requires the combined attributes of a lecture course and a lab course.

16 Individual Study requires students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as internship, field experience, cooperative education, practicum, recital, performance, or ensemble.

Section VI - Additional Resources and Support Request

Only select a block if your proposal requires support above and beyond what is typically needed for a course. Any additional resources required as a result of this proposal must be mentioned in the Memorandum of Request. If any ITCS blocks are selected below, include cost estimates for ITCS resources and an approval letter from the director providing the service(s) from the appropriate ITCS director providing the service(s).
Department*  Department of Biology

Course Prefix and/or Number

If this is an EXISTING course, course information has already been imported from Acalog in the fields below.

If you requested a new course prefix from Diane Coltraine and/or a new course number from Marc Setliff, when you receive an approved response, enter the new information in the field(s) below, attach the email response(s) and continue completing the form.

Navigate to the Toolbox and click the + in the top right pane to attach documents to this proposal.

Course Title*  Research in Biology

Course Prefix*  BIOL

Course Number*  3504

Course Description*  3 hours of research-related work per semester hour per week. May be repeated for a maximum of 9 s. h., but only 3 s. h. of research may count as biology electives. Must earn a grade of C or better to count toward biology electives. Independent research project in collaboration with a faculty mentor.

Requesting Special Designations for this Course

If you are requesting special designations, you must follow each applicable committee's process found in these links: Service Learning (SL), Writing Intensive (WI), General Education (GE), Domestic Diversity (DD), and Global Diversity (GD). Attach the committees' response(s) (approve or reject) to this proposal. Also, add the designated course attribute, as described in the HELP text, in the section below.

Course Attributes

The fields below are optional fields. If you are revising any course attributes, you need to make your edits/changes AFTER LAUNCH for changes to be tracked on the marked catalog copy. The information entered into these fields will be exported to Acalog and must follow a specific format; see HELP text.
<table>
<thead>
<tr>
<th>Credits*</th>
<th>1-3 hours of research-related work per week per semester, hour per-week registered.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Learning</td>
<td>Note: May be repeated for a maximum of 6 s.h.</td>
</tr>
<tr>
<td>Writing Intensive</td>
<td>P (Prerequisite): Consent of instructor.</td>
</tr>
<tr>
<td>When Offered</td>
<td>F,S,SS</td>
</tr>
<tr>
<td>General Education (GE) Curriculum</td>
<td>RP (Recommended Prereq)</td>
</tr>
<tr>
<td>Diversity (DD/GD)</td>
<td>RC (Recommended Prereq)</td>
</tr>
<tr>
<td>Formerly</td>
<td>C (Corequisite)</td>
</tr>
<tr>
<td>P/C (Prereq/Coreq)</td>
<td>RP/C (Recommended Prereq/Coreq)</td>
</tr>
</tbody>
</table>

**Further action required?**

You may skip to Section VI if your revisions address only the following items:

- Banking/Deleting (may also require Program Revision Form)
- Prefixes
- Prereqs/Coreqs
- Renumbering to the SAME level (no content change)
- Removing a 5000-level course from the UG catalog
- Repeatability
- Revising course or course list prefix
- Title (no content change)

All other actions must continue to Section III and complete all applicable optional and required fields for the rest of the form before approving.
credentialing. Enter the 6-digit CIP code that matches the corresponding degree program in
the ECU academic program inventory (API), or the CIP code that will be most closely
associated across multiple programs.

| CIP Code | 260101 |

Section IV - Method(s) of Delivery

Click in the box to select all CURRENT method(s) of delivery, then click in the box to
select all FUTURE method(s) of delivery expected over the next three years.

Method(s) of Delivery

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>FUTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Face-to-face (regular face-to-face meeting times and dedicated physical space at ECU)</td>
<td>01 Face-to-face (regular face-to-face meeting times and dedicated physical space at ECU)</td>
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every instructional format used in the delivery of this course by stating the hours per week
or semester for each instructional format. If this is a combined format (e.g., codes 09, 13),
be sure to identify the contact hours for each applicable component. This is for information
only.

02 Lab requires scientific- or research-focused experiential work where students test,
observe, experiment, or practice a field or discipline in a hands-on environment, typically
held in 210 (classroom lab) designated spaces.

<table>
<thead>
<tr>
<th>02 Lab Contact Hours</th>
<th>02 Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week</td>
<td>Semester</td>
</tr>
</tbody>
</table>

03 Studio requires visual- or aesthetic-focused experiential work where students test,
observe, experiment, or practice a field or discipline in a hands-on environment.

<table>
<thead>
<tr>
<th>03 Studio Contact Hours</th>
<th>03 Studio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week</td>
<td>Semester</td>
</tr>
</tbody>
</table>
**04 Lecture** requires the extended expression of thought supported by generally-accepted principles or theorems of a field or discipline led by an expert or qualified representative of the field or discipline.

<table>
<thead>
<tr>
<th>04 Lecture</th>
<th>Week</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours</td>
<td></td>
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**05 Seminar** requires students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours</td>
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</tr>
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</table>

**06 Student Teaching** requires students to instruct or teach at an entity external to the institution, generally as part of the culminating curriculum of a teacher education or certification program.

<table>
<thead>
<tr>
<th>06 Student Teaching</th>
<th>Week</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**07 Practicum** requires students to participate in an approved project or proposal that practically applies previously studied theory of the field or discipline under the supervision of an expert of qualified representative of the field or discipline.

<table>
<thead>
<tr>
<th>07 Practicum</th>
<th>Week</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**08 Clinical** requires medical or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.

<table>
<thead>
<tr>
<th>08 Clinical</th>
<th>Week</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
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**09 Internship, Field Experience, or Cooperative Education** requires students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.
09 Internship/Field Experience/Cooperative Education Contact Hours

13 Lecture and Lab requires the combined attributes of a lecture course and a lab course.

13 Lecture Contact Hours

13 Lab Contact Hours

16 Individual Study requires students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as internship, field experience, cooperative education, practicum, recital, performance, or ensemble.

16 Individual Study Contact Hours

Section VI - Additional Resources and Support

Section VI

Only select a block if your proposal requires support above and beyond what is typically needed for a course. Any additional resources required as a result of this proposal must be mentioned in the Memorandum of Request. If any ITCS blocks are selected below, attach cost estimates for ITCS resources and an approval letter from the appropriate ITCS director providing the service(s).

Identify additional resources requested with this proposal*

Add'l Personnel
Add'l Facilities
Library Service
Add'l Computer
None Required

ITCS
Mainframe
Statistical Services
Netwk Connection
Computer Lab
Course Prefix and/or Number

If this is an EXISTING course, course information has already been imported from Acalog in the fields below.

If you requested a new course prefix from Diane Coltraine and/or a new course number from Marc Setliff, when you receive an approved response, enter the new information in the field(s) below, attach the email response(s) and continue completing the form.

Navigate to the Toolbox and click the + in the top right pane to attach documents to this proposal.

Course Title* Research in Biology Honors with Writing intensive

Course Prefix* BIOL

Course Number* 3550

Course Description*
Seminar and 3 hours of research related work per semester hour per week. May be repeated for a maximum of 9 s.h., but only 3 s.h. of research may count as biology electives. Must earn a C or better to count toward BIOL electives. P: Consent of Instructor. Independent honors research project with writing component in collaboration with faculty member.

Requesting Special Designations for this Course

If you are requesting special designations, you must follow each applicable committee's process found in these links: Service Learning (SL), Writing Intensive (WI), General Education (GE), Domestic Diversity (DD), and Global Diversity (GD). Attach the committees' response(s) (approve or reject) to this proposal. Also, add the designated course attribute, as described in the HELP text, in the section below.

Course Attributes

The fields below are optional fields. If you are revising any course attributes, you need to make your edits/changes AFTER LAUNCH for changes to be tracked on the marked catalog copy. The information entered into these fields will be exported to Acalog and must follow a specific format; see HELP text.
<table>
<thead>
<tr>
<th>Credits*</th>
<th>1-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture/Lab/Studio Hours</td>
<td>3 hours of research-related work per week per semester hour registered.</td>
</tr>
<tr>
<td>Service Learning</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td>Conferences with staff as needed. May be repeated once for a maximum of 2 s. h. Student taking this course will normally be expected to take BIOL 4550. May be repeated for a maximum of 6 s. h.</td>
</tr>
<tr>
<td>Writing Intensive</td>
<td>WI</td>
</tr>
<tr>
<td>When Offered</td>
<td>F,S,SS</td>
</tr>
<tr>
<td>P (Prerequisite)</td>
<td>Faculty invitation.</td>
</tr>
<tr>
<td>RP</td>
<td>(Recommended Prereq)</td>
</tr>
<tr>
<td>RC</td>
<td>(Recommended Prereq)</td>
</tr>
<tr>
<td>C (Corequisite)</td>
<td></td>
</tr>
<tr>
<td>Same as</td>
<td></td>
</tr>
<tr>
<td>Formerly</td>
<td></td>
</tr>
<tr>
<td>P/C</td>
<td>(Prereq/Coreq)</td>
</tr>
<tr>
<td>RP/C</td>
<td>(Recommended Prereq/Coreq)</td>
</tr>
</tbody>
</table>

**Further action required?**

You may skip to **Section VI** if your revisions address only the following items:

- Banking/Deleting (may also require Program Revision Form)
- Prefixes
- Prereqs/Coreqs
- Renumbering to the SAME level (no content change)
- Removing a 5000-level course from the UG catalog
- Repeatability
- Revising course or course list prefix
- Title (no content change)

All other actions must continue to **Section III** and complete all applicable optional and required fields for the rest of the form before approving.
Section III - Syllabus Summary

Anticipated Annual Student Enrollment

Use of course in programs; check all that apply

Student Learning Objectives

The curriculum committees recommend the use of Bloom's Taxonomy as a guide when creating objectives. Each objective should begin with a measurable verb, be student-centered, behavioral-focused, and at the level of the course. Objectives are not deliverables such as assignments.

Student Learning Objectives

- Demonstrate proficiency with scientific techniques and instrumentation.
- Design experiments to answer scientific questions
- Apply the scientific method
- Communicate scientific data using proper vocabulary

Textbooks and/or Readings

Cite using APA, MLA, or other discipline-appropriate format. At a minimum include the author, title, publication date, publisher, publisher city/state/country, and ISBN. Ensure the textbooks/readings cover all of the objectives and topics identified in the course proposal form. Regardless of the format of the class, you must provide samples of the kinds of readings students might do during this course.

Required Textbooks and/or Readings
Passing but Minimally Acceptable  D  63-66.00

Passing but Minimally Acceptable  D-  60-62.67

Passing but Minimally Acceptable  F  0.00

Failing A grade of A will indicate that the student 1) demonstrated a clear understanding of the techniques used in the research and was able to perform all the assigned research activities successfully, 2) attended regularly the lab meetings and presented his data in a professional manner, and 3) maintained a lab/field notebook that is well organized and detailed so that the experiments and data could be replicated by another student. A grade of B will indicate that the student 1) demonstrated a modest understanding of the techniques used in the research or was able to perform most assigned research activities successfully, or 2) attended some of the lab meetings or presented his data in a semi-professional manner, and 3) maintained a lab/field notebook of good enough quality so that the experiments and data could be replicated by another student. A grade of C will indicate that the student 1) did not demonstrate understanding of the techniques used in the research or was not able to perform a significant amount of the assigned research activities, or 2) attended sporadically the lab meetings or did not present his data, and 3) did not maintain a lab/field notebook of good enough quality so that the experiments and data could be replicated by another student. A grade of D will indicate that the student 1) did not demonstrate understanding of the techniques used in the research and was not able to perform a significant amount of the assigned research activities, or 2) attended sporadically the lab meetings and did not present his data, and 3) maintained a lab/field notebook that was not organized and detailed enough for the experiment to be replicated. A grade of F will indicate that the student 1) did not demonstrate understanding of the techniques used in the research and did not perform the assigned research activities, or 2) did not attend the lab meetings, and 3) did not maintain a lab/field notebook. Below 60

Associated Classification of Instructional Programs (CIP) Code

CIP codes are intended primarily for degree and certificate programs only; however, associated CIP codes are sometimes used for additional purposes, such as faculty credentialing. Enter the 6-digit CIP code that matches the corresponding degree program in the ECU academic program inventory (API), or the CIP code that will be most closely associated across multiple programs.

CIP Code  260101
Section IV - Method(s) of Delivery

Click in the box to select all CURRENT method(s) of delivery, then click in the box to select all FUTURE method(s) of delivery expected over the next three years.

<table>
<thead>
<tr>
<th>Method(s) of Delivery CURRENT</th>
<th>Method(s) of Delivery FUTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Face-to-face (regular face-to-face meeting times and dedicated physical space at ECU)</td>
<td>01 Face-to-face (regular face-to-face meeting times and dedicated physical space at ECU)</td>
</tr>
</tbody>
</table>

Section V - Primary Instructional Format and Contact Hours

UNC-GA requires identification of the primary instructional format for each course (e.g. 50% or greater), although multiple formats may be used in delivery. Identify the contact hours for every instructional format used in the delivery of this course by stating the hours per week or semester for each instructional format. If this is a combined format (e.g., codes 09, 13), be sure to identify the contact hours for each applicable component. This is for information only.

<table>
<thead>
<tr>
<th>02 Lab</th>
<th>Requires scientific- or research-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment, typically held in 210 (classroom lab) designated spaces.</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Lab Contact Hours</td>
<td>02 Lab Week Semester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>03 Studio</th>
<th>Requires visual- or aesthetic-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 Studio Contact Hours</td>
<td>03 Studio Week Semester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>04 Lecture</th>
<th>Requires the extended expression of thought supported by generally-accepted principles or theorems of a field or discipline led by an expert or qualified representative of the field or discipline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>04 Lecture Contact Hours</td>
<td>04 Lecture Week Semester</td>
</tr>
</tbody>
</table>
05 Seminar requires students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.

06 Student Teaching requires students to instruct or teach at an entity external to the institution, generally as part of the culminating curriculum of a teacher education or certification program.

07 Practicum requires students to participate in an approved project or proposal that practically applies previously studied theory of the field or discipline under the supervision of an expert of qualified representative of the field or discipline.

08 Clinical requires medical or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.

09 Internship, Field Experience, or Cooperative Education requires students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.

13 Lecture and Lab requires the combined attributes of a lecture course and a lab course.
13 Lecture Contact Hours

13 Lab Contact Hours

16 Individual Study requires students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as internship, field experience, cooperative education, practicum, recital, performance, or ensemble.

16 Individual Study Contact Hours

Section VI - Additional Resources and Support

Section VI

Only select a block if your proposal requires support above and beyond what is typically needed for a course. Any additional resources required as a result of this proposal must be mentioned in the Memorandum of Request. If any ITCS blocks are selected below, attach cost estimates for ITCS resources and an approval letter from the appropriate ITCS director providing the service(s).

Identify additional resources requested with this proposal*

ITCS

Add'l Personnel
Add'l Facilities
Library Service
Add'l Computer
None Required

Mainframe
Statistical Services
Netwk Connection
Computer Lab

STOP

LAUNCH NOW.

LAUNCH by clicking this symbol ▶ in the top left pane.

Edit Imported Information: Section II - Course Information

To make changes to fields imported from Acatalog, expand Section II, click in the appropriate field, and type over, delete, or add information in the text box. Information edited after

https://ecu.curriculog.com/proposal:1048/print
Section II - Course Information

Import Existing Course Information

Import any existing course information by clicking the in the top left pane of this form. Respond to the down-arrow prompts. Any information in Acalog will be imported to the appropriate fields in this form. NOTE: Permalink information brought in from Acalog as part of an import will be available for review, but may not be created or modified within Curriculog; modifications will break the links.

**** DO NOT edit any imported information before you launch this form. ****

Add Department

Acalog may have imported this information (academic home) for you. If no information is imported for this field, click on "add item" and select the department or school name from the list.

Course Prefix and/or Number

If this is an EXISTING course, course information has already been imported from Acalog in the fields below.

If you requested a new course prefix from Diane Coltraine and/or a new course number from Marc Setliff, when you receive an approved response, enter the new information in the field(s) below, attach the email response(s) and continue completing the form.

Navigate to the Toolbox and click the in the top right pane to attach documents to this proposal.
Course Title* Internship

Course Prefix* BIOL

Course Number* 4991

Course Description* May be repeated by permission for a maximum of 6 s. h., but only 3 s. h. may count toward biology electives. Must earn a C or better to count toward BIOL electives. Lab or field experiences under the supervision of a member of the biology faculty in conjunction with a bioscience professional in a private sector, government or biomedical laboratory, field site, or workplace.

Requesting Special Designations for this Course

If you are requesting special designations, you must follow each applicable committee's process found in these links: Service Learning (SL), Writing Intensive (WI), General Education (GE), Domestic Diversity (DD), and Global Diversity (GD). Attach the committees' response(s) (approve or reject) to this proposal. Also, add the designated course attribute, as described in the HELP text, in the section below.

Course Attributes

The fields below are optional fields. If you are revising any course attributes, you need to make your edits/changes AFTER LAUNCH for changes to be tracked on the marked catalog copy. The information entered into these fields will be exported to Acalog and must follow a specific format; see HELP text.

Credits* ± 1-3

Lecture/Lab/ Studio Hours

Service Learning

Note May be repeated by permission for a maximum of 6 s. h. Must earn a C or better to count toward BIOL electives.

Writing Intensive

P (Prerequisite) Consent of instructor.

When Offered F, S, SS

RP (Recommended Prereq)
**Further action required?**

You may skip to [Section VI](#) if your revisions address only the following items:

- Banking/Deleting (may also require Program Revision Form)
- Prefixes
- Prereqs/Coreqs
- Renumbering to the SAME level (no content change)
- Removing a 5000-level course from the UG catalog
- Repeatability
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All other actions must continue to Section III and complete all applicable optional and required fields for the rest of the form before approving.

STOP

COLLAPSE SECTION II - COURSE INFORMATION NOW! Do not edit anything in this section until after you launch your proposal in Section VIII.

### Section III - Syllabus Summary

<table>
<thead>
<tr>
<th>Anticipated ANNUAL Student Enrollment</th>
<th>50</th>
</tr>
</thead>
</table>

**Use of course in programs; check all that apply**

- [ ] Required
- [x] Elective

### Student Learning Objectives

The curriculum committees recommend the use of [Bloom's Taxonomy](https://ecu.curriculog.com/proposal:1093/print) as a guide when creating objectives. Each objective should begin with a measurable verb, be student-
Undergraduate faculty should use the recommended +/- scale.

**Grading**

Grading Scale for Total Weighted Score:
- A 94-100, A- 90-93
- B+ 87-89, B 83-86, B- 80-82
- C+ 77-79, C 73-76, C- 70-72
- D+ 67-69, D 63-66, D- 60-62, F Below 60

Weighting of Assignments:
1. Supervisor evaluation 100 pts x 50% = 50
2. Final reports: 100 pts x 50% = 50
Total Weighted Score = 100

A grade of “A” will indicate that the student 1) demonstrated a clear understanding of the techniques used during the internship and was able to perform all the assigned activities successfully, 2) Made significant progress toward mastery of the outlined learning objectives 3) Put in the agreed amount of hours outlined in the internship contract.

A grade of “B” will indicate that the student 1) demonstrated an understanding of the techniques used during the internship and was able to perform nearly all the assigned activities successfully, 2) Made significant progress toward understanding the outlined learning objectives 3) Put in the agreed amount of hours outlined in the internship contract.

A grade of “C” will indicate that the student 1) demonstrated an understanding of the techniques used during the internship and was able to perform most of the assigned activities successfully, 2) Made some progress toward understanding the outlined learning objectives 3) Put in the agreed amount of hours outlined in the internship contract.

A grade of “D” will indicate that the student 1) demonstrated some understanding of the techniques used during the internship and was able to perform some of the assigned activities successfully, 2) Made limited progress toward understanding the outlined learning objectives 3) Put in the agreed amount of hours outlined in the internship contract.

A grade of “F” will indicate that the student 1) demonstrated little understanding of the techniques used during the internship and was able to perform very few of the assigned activities successfully, 2) Made little if any progress toward understanding the outlined learning objectives 3) Did not put in the agreed amount of hours outlined in the internship contract.

**Associated Classification of Instructional Programs (CIP) Code**

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**CIP Code**

260101
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<tr>
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<td>FUTURE</td>
</tr>
<tr>
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04 Lecture requires the extended expression of thought supported by generally-accepted principles or theorems of a field or discipline led by an expert or qualified representative of the field or discipline.
### 04 Lecture

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**05 Seminar** requires students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.

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<tr>
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<th>Semester</th>
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</table>

### 06 Student Teaching

**Week** | **Semester**
---|---

**06 Student Teaching** requires students to instruct or teach at an entity external to the institution, generally as part of the culminating curriculum of a teacher education or certification program.

### 07 Practicum

**Week** | **Semester**
---|---

**07 Practicum** requires students to participate in an approved project or proposal that practically applies previously studied theory of the field or discipline under the supervision of an expert or qualified representative of the field or discipline.

### 08 Clinical

**Week** | **Semester**
---|---

**08 Clinical** requires medical or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.

### 09 Internship, Field Experience, or Cooperative Education

**Week** | **Semester**
---|---

**09 Internship, Field Experience, or Cooperative Education** requires students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.

**Activity Log**
Jean-Luc Scemama

**Semester**
13 Lecture and Lab requires the combined attributes of a lecture course and a lab course.

13 Lecture Contact Hours

13 Lab Contact Hours

16 Individual Study requires students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as internship, field experience, cooperative education, practicum, recital, performance, or ensemble.

16 Individual Study Contact Hours

Section VI - Additional Resources and Support

Select a block if your proposal requires support above and beyond what is typically needed for a course. If no new resources are required, select "none required." Any additional resources required as a result of this proposal must be mentioned in the Memorandum of Request. If any ITCS blocks are selected below, attach cost estimates for ITCS resources and an approval letter from the appropriate ITCS director providing the service(s).

Identify additional resources requested with this proposal*

- Add'l Personnel
- Add'l Facilities
- Library Service
- Add'l Computer
- None Required

ITCS

- Mainframe
- Statistical Services
- Netwk Connection
- Computer Lab

LAUNCH NOW.
If you need a new course prefix and/or number, send an email request to Diane Coltraine for the prefix and Marc Setliff for the new course number. You may not complete this form until you have received the response(s) for the prefix and/or number.

Level*  🆗 Undergraduate  🆗 Graduate

If you are performing the following tasks, you will complete ONLY Sections I, II, VI, VII, and VIII.

Banking/deleting course*
Revising prefixes
Revising prereqs/coreqs
Renumbering to the SAME level (no content change)
Removing a 5000-level course from the UG catalog
Revising repeatability
Revising course or course list prefix
Revising title (no content change)

All sections of the form must be completed for all other tasks.

* Also requires Program Revision Form if banked/deleted courses are listed in any programs.

Check action(s) for this proposal*  🆗 Revising course title
  🆗 Revising course description
  🆗 Revising course objective(s)
  🆗 Revising course prerequisite(s)
  🆗 Revising course prefix
  🆗 Revising course repeatability
  🆗 Revising course credit hours
  🆗 Revising course content
  🆗 Renumbering an existing course to the same or different level
  🆗 Revising the prefix for an entire course list
  🆗 Removing a 5000-level course from the undergraduate catalog
  🆗 Unbanking course
  🆗 Banking a course
  🆗 Deleting a course
  🆗 Other (please explain in the Memorandum of Request)
Respond to the down-arrow prompts. Any information in Acalog will be imported to the appropriate fields in this form. NOTE: Permalink information brought in from Acalog as part of an import will be available for review, but may not be created or modified within Curriculog; modifications will break the links.

**** DO NOT edit any imported information before you launch this form. ****

Add Department

Acalog may have imported this information (academic home) for you. If no information is imported for this field, click on "add item" and select the department or school name from the list.

<table>
<thead>
<tr>
<th>Department*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Biology</td>
</tr>
</tbody>
</table>

Course Prefix and/or Number

If this is an EXISTING course, course information has already been imported from Acalog in the fields below.

If you requested a new course prefix from Diane Coltraine and/or a new course number from Marc Setliff, when you receive an approved response, enter the new information in the field(s) below, attach the email response(s) and continue completing the form.

Navigate to the Toolbox and click the + in the top right pane to attach documents to this proposal.

<table>
<thead>
<tr>
<th>Course Title*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Problems in Biology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Prefix*</th>
<th>Course Number*</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>4504</td>
</tr>
</tbody>
</table>

Course Description*

Designed to meet individual needs and interests of well-qualified undergraduate students.
If you need a new course prefix and/or number, send an email request to Diane Coltraine for the prefix and Marc Setliff for the new course number. You may not complete this form until you have received the response(s) for the prefix and/or number.

### Level*
- Undergraduate
- Graduate

If you are performing the following tasks, you will complete ONLY Sections I, II, VI, VII, and VIII.

- Banking/deleting course*
- Revising prefixes
- Revising prereqs/coreqs
- Renumbering to the SAME level (no content change)
- Removing a 5000-level course from the UG catalog
- Revising repeatability
- Revising course or course list prefix
- Revising title (no content change)

All sections of the form must be completed for all other tasks.

* Also requires Program Revision Form if banked/deleted courses are listed in any programs.

### Check action(s) for this proposal*
- Revising course title
- Revising course description
- Revising course objective(s)
- Revising course prerequisite(s)
- Revising course prefix
- Revising course repeatability
- Revising course credit hours
- Revising course content
- Renumbering an existing course to the same or different level
- Revising the prefix for an entire course list
- Removing a 5000-level course from the undergraduate catalog
- Unbanking course
- Banking a course
- Deleting a course
- Other (please explain in the Memorandum of Request)
Respond to the down-arrow prompts. Any information in Acalog will be imported to the appropriate fields in this form. NOTE: Permalink information brought in from Acalog as part of an import will be available for review, but may not be created or modified within Curriculog; modifications will break the links.

**** DO NOT edit any imported information before you launch this form. ****

Add Department

Acalog may have imported this information (academic home) for you. If no information is imported for this field, click on "add item" and select the department or school name from the list.

- **Department**: Department of Biology

Course Prefix and/or Number

If this is an EXISTING course, course information has already been imported from Acalog in the fields below.

If you requested a new course prefix from Diane Coltraine and/or a new course number from Marc Setliff, when you receive an approved response, enter the new information in the field(s) below, attach the email response(s) and continue completing the form.

Navigate to the Toolbox and click the in the top right pane to attach documents to this proposal.

- **Course Title**: Research Problems in Biology
- **Course Prefix**: BIOL
- **Course Number**: 4514

- **Course Description**: Designed to meet individual needs and interests of well-qualified undergraduate students.
If you need a new course prefix and/or number, send an email request to Diane Coltraine for the prefix and Marc Setliff for the new course number. You may not complete this form until you have received the response(s) for the prefix and/or number.

Level*  
- Undergraduate  
- Graduate

If you are performing the following tasks, you will complete ONLY Sections I, II, VI, VII, and VIII.

- Banking/deleting course*
- Revising prefixes
- Revising prereqs/coreqs
- Renumbering to the SAME level (no content change)
- Removing a 5000-level course from the UG catalog
- Revising repeatability
- Revising course or course list prefix
- Revising title (no content change)

All sections of the form must be completed for all other tasks.

* Also requires Program Revision Form if banked/deleted courses are listed in any programs.

Check action(s) for this proposal*
- Revising course title
- Revising course description
- Revising course objective(s)
- Revising course prerequisite(s)
- Revising course prefix
- Revising course repeatability
- Revising course credit hours
- Revising course content
- Renumbering an existing course to the same or different level
- Revising the prefix for an entire course list
- Removing a 5000-level course from the undergraduate catalog
- Unbanking course
- Banking a course
- Deleting a course
- Other (please explain in the Memorandum of Request)
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Add Department

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| Department* | Department of Biology |

Course Prefix and/or Number

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If you requested a new course prefix from Diane Coltraine and/or a new course number from Marc Setliff, when you receive an approved response, enter the new information in the field(s) below, attach the email response(s) and continue completing the form.

Navigate to the Toolbox and click the + in the top right pane to attach documents to this proposal.

| Course Title* | Biology Honors |
| Course Prefix* | BIOL |
| Course Number* | 4550 |

Course Description* Seminar and research.
If you need a new course prefix and/or number, send an email request to Diane Coltraine for the prefix and Marc Setliff for the new course number. You may not complete this form until you have received the response(s) for the prefix and/or number.

If you are performing the following tasks, you will complete ONLY Sections I, II, VI, VII, and VIII.

- Banking/deleting course*
- Revising prefixes
- Revising prereqs/coreqs
- Renumbering to the SAME level (no content change)
- Removing a 5000-level course from the UG catalog
- Revising repeatability
- Revising course or course list prefix
- Revising title (no content change)

All sections of the form must be completed for all other tasks.

* Also requires Program Revision Form if banked/deleted courses are listed in any programs.

Check action(s) for this proposal*
- Revising course title
- Revising course description
- Revising course objective(s)
- Revising course prerequisite(s)
- Revising course prefix
- Revising course repeatability
- Revising course credit hours
- Revising course content
- Renumbering an existing course to the same or different level
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- Unbanking course
- Banking a course
- Deleting a course
- Other (please explain in the Memorandum of Request)
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## Add Department

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<table>
<thead>
<tr>
<th>Department*</th>
<th>Department of Biology</th>
</tr>
</thead>
</table>

## Course Prefix and/or Number

**If this is an EXISTING course**, course information has already been imported from Acalog in the fields below.

**If you requested a new course prefix from Diane Coltraine and/or a new course number from Marc Setliff**, when you receive an approved response, enter the new information in the field(s) below, attach the email response(s) and continue completing the form.

Navigate to the Toolbox and click the in the top right pane to attach documents to this proposal.

<table>
<thead>
<tr>
<th>Course Title*</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Prefix*</td>
<td>BIOL</td>
</tr>
<tr>
<td>Course Number*</td>
<td>4992</td>
</tr>
</tbody>
</table>

**Course Description**

Lab or field experiences under the supervision of a member of the biology faculty in conjunction with a bioscience professional in a private sector, government or biomedical laboratory, field site, or workplace.
If you need a new course prefix and/or number, send an email request to Diane Coltraine for the prefix and Marc Setliff for the new course number. You may not complete this form until you have received the response(s) for the prefix and/or number.

If you are performing the following tasks, you will complete ONLY Sections I, II, VI, VII, and VIII.

- Banking/deleting course*
- Revising prefixes
- Revising prereqs/coreqs
- Renumbering to the SAME level (no content change)
- Removing a 5000-level course from the UG catalog
- Revising repeatability
- Revising course or course list prefix
- Revising title (no content change)

All sections of the form must be completed for all other tasks.

* Also requires Program Revision Form if banked/deleted courses are listed in any programs.

Check action(s) for this proposal*
- Revising course title
- Revising course description
- Revising course objective(s)
- Revising course prerequisite(s)
- Revising course prefix
- Revising course repeatability
- Revising course credit hours
- Revising course content
- Renumbering an existing course to the same or different level
- Revising the prefix for an entire course list
- Removing a 5000-level course from the undergraduate catalog
- Unbanking course
- Banking a course
- Deleting a course
- Other (please explain in the Memorandum of Request)
Section II - Course Information

Import Existing Course Information

Import any existing course information by clicking the in the top left pane of this form. Respond to the down-arrow prompts. Any information in Acalog will be imported to the appropriate fields in this form. NOTE: Permalink information brought in from Acalog as part of an import will be available for review, but may not be created or modified within Curriculog; modifications will break the links.

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Add Department

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Department

Department of Biology

Course Prefix and/or Number

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If you requested a new course prefix from Diane Coltraine and/or a new course number from Marc Setliff, when you receive an approved response, enter the new information in the field(s) below, attach the email response(s) and continue completing the form.

Navigate to the Toolbox and click the in the top right pane to attach documents to this proposal.

Course Title

Internship

Course Prefix

BIOL

Course Number

4993

Course Description

Lab or field experiences under the supervision of a member of the biology
Requesting Special Designations for this Course

If you are requesting special designations, you must follow each applicable committee's process found in these links: Service Learning (SL), Writing Intensive (WI), General Education (GE), Domestic Diversity (DD), and Global Diversity (GD). Attach the committees' response(s) (approve or reject) to this proposal. Also, add the designated course attribute, as described in the HELP text, in the section below.

Course Attributes

The fields below are optional fields. If you are revising any course attributes, you need to make your edits/changes AFTER LAUNCH for changes to be tracked on the marked catalog copy. The information entered into these fields will be exported to Acalog and must follow a specific format; see HELP text.

<table>
<thead>
<tr>
<th>Credits*</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture/Lab/Studio Hours</td>
<td></td>
</tr>
<tr>
<td>Service Learning</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td>May be repeated by permission for a maximum of 6 s.h. Must earn a C or better to count toward BIOL electives.</td>
</tr>
<tr>
<td>Writing Intensive</td>
<td></td>
</tr>
<tr>
<td>P (Prerequisite)</td>
<td>Consent of instructor.</td>
</tr>
<tr>
<td>When Offered</td>
<td>F, S, SS</td>
</tr>
<tr>
<td>RP (Recommended Prereq)</td>
<td></td>
</tr>
<tr>
<td>General Education (GE) Curriculum</td>
<td></td>
</tr>
<tr>
<td>RC (Recommended Prereq)</td>
<td></td>
</tr>
<tr>
<td>Diversity</td>
<td>C (Corequisite)</td>
</tr>
</tbody>
</table>
for the program.

<table>
<thead>
<tr>
<th>Department*</th>
<th>Department of Biology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type*</td>
<td>Bachelors</td>
</tr>
<tr>
<td>Degree Type*</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Program Title*</td>
<td>Biochemistry, BS</td>
</tr>
</tbody>
</table>

Program Description*  
Program Coordinator: Jean-Luc Scemama (105-N Howell Science Complex; 252-328-6313; scemamaj@ecu.edu)

Chemistry Concentration Program Coordinator: Allison Danell (591 Science and Technology Building; 252-328-9766; danella@ecu.edu)

The purpose of the BS biochemistry degree program is to: prepare our students with the knowledge and confidence to apply the scientific method in biochemical research; train our students to communicate scientific discoveries in standard scientific formats; educate our students so they understand, and are able to apply, foundational biochemical concepts necessary for graduate education or a career in the biochemical sciences.

Minimum degree requirement is 120 s.h. of credit as follows:

1. General education requirements including those listed below - 40 s.h.

(For information about courses that carry general education credit see General Education Program.)

- CHEM 1150 General Chemistry I
- CHEM 1151 General Chemistry Laboratory I
- MATH 1065 College Algebra

2. Core - 32 s.h.

Biology (15 s.h.)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1100</td>
<td>Principles of Biology I</td>
</tr>
<tr>
<td>BIOL 1101</td>
<td>Principles of Biology Laboratory I</td>
</tr>
<tr>
<td>BIOL 1200</td>
<td>Principles of Biology II</td>
</tr>
<tr>
<td>BIOL 1201</td>
<td>Principles of Biology Laboratory II</td>
</tr>
<tr>
<td>BIOL 4880</td>
<td>Principles of Biochemistry I</td>
</tr>
<tr>
<td>BIOL 4890</td>
<td>Principles of Biochemistry II</td>
</tr>
<tr>
<td>BIOL 4891</td>
<td>Principles of Biochemistry Laboratory</td>
</tr>
</tbody>
</table>

**Chemistry (17 s.h.)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1160</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>CHEM 1161</td>
<td>General Chemistry Laboratory II</td>
</tr>
<tr>
<td>CHEM 2250</td>
<td>Quantitative and Instrumental Analysis</td>
</tr>
<tr>
<td>CHEM 2251</td>
<td>Quantitative and Instrumental Analysis Laboratory</td>
</tr>
<tr>
<td>CHEM 2750</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>CHEM 2753</td>
<td>Organic Chemistry Laboratory I</td>
</tr>
<tr>
<td>CHEM 2760</td>
<td>Organic Chemistry II</td>
</tr>
<tr>
<td>CHEM 2763</td>
<td>Organic Chemistry Laboratory II</td>
</tr>
</tbody>
</table>

**3. Cognates - 25 s.h.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1083</td>
<td>Introduction to Functions</td>
</tr>
<tr>
<td>MATH 2171</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MATH 2172</td>
<td>Calculus II</td>
</tr>
<tr>
<td>MATH 2173</td>
<td>Calculus III</td>
</tr>
<tr>
<td>PHYS 1251</td>
<td>General Physics Laboratory I</td>
</tr>
<tr>
<td>PHYS 1261</td>
<td>General Physics Laboratory II</td>
</tr>
<tr>
<td>PHYS 2350</td>
<td>University Physics I</td>
</tr>
<tr>
<td>PHYS 2360</td>
<td>University Physics II</td>
</tr>
</tbody>
</table>

**4. Concentrations - 20-22 s.h.**

(Choose one of the following.)
Biology (22 s.h.)

Required courses - 6 s.h.

- BIOL 2300 Principles of Genetics
- BIOL 3260 Cell and Developmental Biology

Electives - 16 s.h.

(Choose from the following.)

- BIOL 2100 Basic Laboratory Methods for Biotechnology
- BIOL 2101 Basic Laboratory Methods for Biotechnology Laboratory
- BIOL 3220 Microbiology
- BIOL 3221 Microbiology Laboratory
- BIOL 4230 Concepts in Cell Biology
- BIOL 4260 Cell Biology
- BIOL 5870 Molecular Biology of the Gene
- BIOL 5900 Biotechniques
- BIOL 5901 Biotechniques Laboratory
- MATH 4331 Introduction to Ordinary Differential Equations
- 3 hours of research in biology or chemistry (BIOL 3550, BIOL 4504, BIOL 4514 3504, BIOL 4550 3550; CHEM 4505, CHEM 4506, CHEM 4507, CHEM 4515, CHEM 4516, CHEM 4517)

Chemistry (20 s.h.)

Required courses - 10 s.h.

- CHEM 3950 Physical Chemistry I
- CHEM 3951 Physical Chemistry I Laboratory
CHEM 3960 Physical Chemistry II
CHEM 3961 Physical Chemistry II Laboratory

Electives - 10 s.h.

(Choose from the following.)

BIOL 2300 Principles of Genetics
CHEM 3450 Elementary Inorganic Chemistry
CHEM 3451 Elementary Inorganic Chemistry Laboratory
CHEM 4350 Instrumental Analysis
CHEM 4351 Instrumental Analysis Laboratory
CHEM 4522 Pharmaceutical Industry Skills Laboratory: Good Manufacturing Practices
CHEM 4550 Advanced Inorganic Chemistry
CHEM 5760 Organic Structure Elucidation
MATH 4331 Introduction to Ordinary Differential Equations

3 hours of research in biology or chemistry (BIOL 3550, BIOL 4504, BIOL 4514 3504, BIOL 4550 3550; CHEM 4505, CHEM 4506, CHEM 4507, CHEM 4515, CHEM 4516, CHEM 4517)

5. Electives to complete requirements for graduation.

Section IV - Program Revision(s)/Add or Delete Course(s)

STOP Stop here and make sure all REQUIRED fields are complete. The proposal will not LAUNCH if they are not all complete.

LAUNCH NOW by clicking in the top left corner, then continue to make your edits/changes.

If you do not LAUNCH before making changes, your changes will not be saved and tracking will not be available. After launch, remember to SAVE your changes for each field.
for the program.

Department*  Department of Biology
Program Type*  Bachelors
Degree Type*  Bachelor of Science
Program Title*  Biology (General), BS

Program Description*  Program Coordinator: Jean-Luc Scemama (105-N Howell Science Complex; 252-328-6313; scemamaj@ecu.edu)

The core curriculum in biology is intended to give majors a background in biodiversity, cell biology, evolution, ecology, genetics, molecular biology, and physiology. BIOL 1100, BIOL 1101, BIOL 1200, BIOL 1201, and BIOL 2300 constitute the core curriculum. Lecture courses having laboratory components that carry independent credit may or may not be required as corequisites (see appropriate catalog descriptions). Laboratory components carrying no credit are corequisites. All students must take a departmentally administered assessment examination before graduation. Scores from this examination will not be used in the calculation of GPA or for academic standing.

Minimum degree requirement is 120 s.h. of credit as follows:

1. General education requirements including those listed below - 40 s.h.

(For information about courses that carry general education credit see General Education Program.)

- CHEM 1150 General Chemistry I
- CHEM 1151 General Chemistry Laboratory I
- MATH 1065 College Algebra
  or
- MATH 2121 Calculus for the Life Sciences I
  or
- MATH 2171 Calculus I

2. Core - 11 s.h.
BIOL 1100 Principles of Biology I
BIOL 1101 Principles of Biology Laboratory I
BIOL 1200 Principles of Biology II
BIOL 1201 Principles of Biology Laboratory II
BIOL 2300 Principles of Genetics

3. Concentrations

(Choose one.)

Biology (30 s.h.)

Required lecture courses (12 s.h.)

- BIOL 2250 Ecology
- BIOL 3030 Principles of Physiology
- BIOL 3260 Cell and Developmental Biology
- BIOL 3620 Biological Evolution

Electives (18 s.h.)

Choose at least one elective from the ecology/evolution concentration specific electives list. Choose at least one elective from the molecular/cell biology concentration specific electives list. Choose at least one laboratory course. Choose 10-12 s.h. of biology electives including 2 classes at the 3000 or 4000 level.

Ecology/evolution (31 s.h.)
Required lecture courses (10 s.h.)

BIOL 2250 Ecology
BIOL 2251 Ecology Laboratory
BIOL 3030 Principles of Physiology
or
BIOL 3260 Cell and Developmental Biology
BIOL 3620 Biological Evolution

Electives (21 s.h.)

Choose 12 s.h. from the ecology/evolution concentration specific electives list (choose at least one course in organismal diversity and one course in ecological/evolutionary processes). Choose 3 s.h. from the molecular/cell biology concentration specific electives list. Choose 6 s.h. of any biology electives (at least one class must be at the 3,000 or 4,000 level).

Molecular/cell biology (30 s.h.)

Required lecture courses (9 s.h.)

BIOL 2250 Ecology
or
BIOL 3620 Biological Evolution
BIOL 3030 Principles of Physiology
BIOL 3260 Cell and Developmental Biology

Electives (21 s.h.)

Choose at least 12 s.h. from the molecular/cell biology concentration specific electives list.
Choose 3 s.h. from the ecology/evolution concentration specific electives list. Choose 6 s.h. of any biology electives (at least one class must be at the 3,000 or 4,000 level).

4. Concentration specific electives

Ecology/evolution

a. Organismal diversity

BIOL 3070, BIOL 3071; BIOL 3150; BIOL 3230, BIOL 3231; BIOL 3240, BIOL 3241; BIOL 4400, BIOL 4500; BIOL 4600, BIOL 4601; BIOL 4770, BIOL 4771; BIOL 5150, BIOL 5151; BIOL 5220, BIOL 5221; BIOL 5230, BIOL 5231; BIOL 5550, BIOL 5551; BIOL 5640, BIOL 5641; BIOL 5950, BIOL 5951

b. Ecological/evolutionary process

BIOL 3660, BIOL 3661; BIOL 3740, BIOL 3741; BIOL 4130; BIOL 4200, BIOL 4201; BIOL 4205; BIOL 4240, BIOL 4250; BIOL 4300, BIOL 4301; BIOL 4320; BIOL 4440, BIOL 4441; BIOL 4740, BIOL 4741; BIOL 5260, BIOL 5261; BIOL 5270, BIOL 5600, BIOL 5601, BIOL 5680; GEOL 5300

Molecular/cell biology

BIOL 2100, BIOL 2101; BIOL 3220, BIOL 3221; BIOL 3310, BIOL 3311; BIOL 3320, BIOL 3321; BIOL 4030, BIOL 4040; BIOL 4050, BIOL 4051; BIOL 4060, BIOL
### 5. Cognates - 26 s.h.

- CHEM 1160 General Chemistry II
- CHEM 1161 General Chemistry Laboratory II
- CHEM 2750 Organic Chemistry I
- CHEM 2753 Organic Chemistry Laboratory I
- CHEM 2760 Organic Chemistry II
- CHEM 2763 Organic Chemistry Laboratory II
- MATH 2121 Calculus for the Life Sciences I
- MATH 2122 Calculus for the Life Sciences II
- PHYS 1250 General Physics I
- PHYS 1260 General Physics II
- PHYS 1251 General Physics Laboratory I
- PHYS 1261 General Physics Laboratory II

### 6. Research skills - 6 s.h.

- BIOS 1500 Introduction to Biostatistics
  or
- MATH 2228 Elementary Statistical Methods I
  or
- MATH 2283 Statistics for Business
- ENGL 3820 Scientific Writing

### 7. Electives to complete requirements for graduation.