

# Curricular Action Workflow



Missouri State / Computer Services - MIS / Curricular Action Workflow / **CAW - Change Course Proposal Form**

## Change Course Proposal Form

**Submitted on 10/27/2020 by G Schick ([AlanSchick@MissouriState.edu](mailto:AlanSchick@MissouriState.edu)).**

**\*All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

CHM701 Chemistry Seminar

Will this proposal need to be reviewed by CGEIP?  No  Yes

Will this proposal need to be reviewed by EPPC?  No  Yes

Is there a graduate/undergraduate parallel course to this one?  No  Yes

Current online catalog description:

## CHM 701 Chemistry Seminar

Attendance at oral presentations on new developments in chemistry. Presentations may include those made by departmental faculty members, departmental graduate students, guest speakers from industry and academe and ACS tour speakers. All graduate students not enrolled in CHM 700 must be enrolled in CHM 701. Hours earned will not count toward the 32-hour requirement for the MS in Chemistry degree. Graded Pass/Not Pass only. 1(1-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

## CHM 701 Chemistry Seminar

Attendance at oral presentations on new developments in chemistry. Presentations may include those made by departmental faculty members, departmental graduate students, guest speakers from industry and academe and ACS tour speakers. All graduate students not enrolled in CHM 700 must be enrolled in CHM 701. ~~Hours earned will not count toward the 32-hour requirement for the MS in Chemistry degree.~~ Graded Pass/Not Pass only. **0(0-0)**~~1(1-0)~~ F,S

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What is changing? Check all boxes that apply.

- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Course Code                           | <input type="checkbox"/> Course Number ( <u>Check Availability</u> ) | <input type="checkbox"/> Title                  | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity                                 | <input checked="" type="checkbox"/> Description |                                       |

Reason for proposed change

The original purpose of CHM 701 was to get grad students to attend the weekly departmental colloquium for general research awareness in the chemical sciences, even though they themselves are not giving a presentation. The hours did not count toward the MS CHEM program, but they did use up tuition waiver hours associated with graduate assistantships. Our department feels as though we still need a course for "encouraging" students to attend, so we are decreasing the course credit to zero so as not to put students in jeopardy of running out of tuition waiver before their program is finished. There will be a commensurate decrease in course obligations (assignments and other tasks), was well.

Does this change affect course assessment (e.g. student learning evidence/outcomes)?  No  Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum
- Faculty Input
- Student Input
- Accreditation/certification compliance
- Review of catalog information
- Other (be specific):

- Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?  
(MM/DD/YYYY)

09/08/2020

**Current Status:**

Department Head Review

**Proposal Progress:**

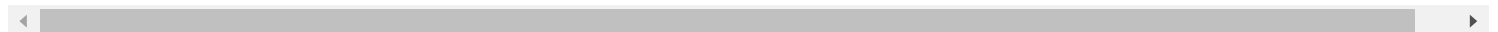
This proposal is waiting for its first review.

**Review Comments:**

No comments have been added to this proposal.

No review notes have been added.

Copy As New Proposal



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# MAKE YOUR MENT.

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# Curricular Action Workflow



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**Submitted on 10/27/2020 by G Schick ([AlanSchick@MissouriState.edu](mailto:AlanSchick@MissouriState.edu)).**

**\*All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

CHM791 Preparation for Graduate Study in Chemistry

Will this proposal need to be reviewed by CGEIP?  No  Yes

Will this proposal need to be reviewed by EPPC?  No  Yes

Is there a graduate/undergraduate parallel course to this one?  No  Yes

Current online catalog description:

CHM 791 Preparation for Graduate Study in Chemistry

Prerequisite: admission to graduate program in Chemistry. Orientation to graduate study in chemistry, including laboratory safety, scientific dissemination, and design of a research project. 2(2-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

CHM 791 Preparation for Graduate Study in Chemistry

Prerequisite: admission to graduate program in Chemistry. Orientation to graduate study in chemistry, including laboratory safety, **research awareness**, scientific dissemination, and design of a research project. **3(3-0)2(2-0) F,S**

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What is changing? Check all boxes that apply.

- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Course Code                           | <input type="checkbox"/> Course Number ( <u>Check Availability</u> ) | <input type="checkbox"/> Title                  | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity                                 | <input checked="" type="checkbox"/> Description |                                       |

Reason for proposed change

A weekly 1-hr seminar course (CHM701) has been rolled into this 2-hr preparatory course, so the credit hours are being increased commensurately.

Does this change affect course assessment (e.g. student learning evidence/outcomes)?  No  Yes

Explain.

Seminar summaries that were originally part of the seminar course (CHM 701) will be added to the student tasks required in CHM 791.

How did you determine the need for this change? Check all boxes that apply or specify other.

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty            | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance                       | <input type="checkbox"/> Review of catalog information |  |
| <input type="checkbox"/> Other (be specific):   |  |  |

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?  
(MM/DD/YYYY)

09/08/2020

**Current Status:**

Department Head Review

**Proposal Progress:**

This proposal is waiting for its first review.

**Review Comments:**

No comments have been added to this proposal.

No review notes have been added.

Copy As New Proposal

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# MAKE YOUR COURSE CHANGE STATEMENT.

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# Curricular Action Workflow



Missouri State / Computer Services - MIS / Curricular Action Workflow / **CAW - Change Program Proposal Form**

## Change Program Proposal Form

**Submitted on 10/27/2020 by G Schick ([AlanSchick@MissouriState.edu](mailto:AlanSchick@MissouriState.edu)).**

**Department:**

Chemistry

**Type of Program****Choose One:**

- |   |                                   |
|---|-----------------------------------|
| <input type="radio"/> Non-Comprehensive Undergraduate Major | <input type="radio"/> Option      |
| <input type="radio"/> Comprehensive Undergraduate Major     | <input type="radio"/> Minor       |
| <input checked="" type="radio"/> Graduate Program           | <input type="radio"/> Certificate |

Does this program include any new courses?

- No  Yes (A corresponding new course form must be submitted to create each new course.)

**Title of Program Affected:**

Chemistry-MS

**Current Catalog Description:** *(Either cut and paste present description from online catalog **OR** provide as an attachment below)*

Attached [View Attachment](#)

**Complete New Catalog Description:** (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] **OR** provide as an attachment below)

↶ ↷ **B** *I* ↵

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Attached [View Attachment](#)

**What is changing? Check all boxes that apply:**

- Title change
- Adding option to an existing program (major)
- Deleting option from an existing program (major)
- Adding existing course(s) totaling  credits
- Adding newly created course(s) totaling  credits

**(Note: A new course proposal must be submitted for each new course)**

- Deleting courses from the program (major)

**(Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)**

- Changing admission requirements
- Other

Change description of program requirements, repair some grammatical issues.

**Reason for Proposed Change:**

Description of proficiency requirement was more confusing than it should be, so it has been modified for clarity. Description of Colloquium requirement also changed to include attendance even if student is not giving a presentation during a given term.

**What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)**

10/27/2020



**Current Status:**

Department Head Review

**Proposal Progress:**

This proposal is waiting for its first review.

**Review Comments:**

No comments have been added to this proposal.

No review notes have been added.

[Copy As New Proposal](#)

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**MAKE YOUR MENT.**

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## **Master of Science, Chemistry**

### **G. Alan Schick, Graduate Director**

Temple Hall, Room 104, Phone 417-836-4161

[AlanSchick@missouristate.edu](mailto:AlanSchick@missouristate.edu)

### **Program description**

This program is designed to prepare students to work in industrial or governmental chemistry laboratories, or to pursue doctoral studies in chemistry.

### **Program objectives**

Development of a sound knowledge of chemical principles, acquisition of outstanding research and communication skills, and attainment of an understanding and appreciation of applied chemistry and the importance of multidisciplinary approaches to the solution of scientific problems.

Areas of specialization include analytical chemistry, biochemistry, chemical education, environmental chemistry, inorganic chemistry, materials chemistry (including polymer chemistry and nanotechnology), organic chemistry, and physical chemistry.

Formal courses, graduate seminars, professional advisement, directed research, and an extensive written document (thesis or non-thesis) will be incorporated into a customized curriculum based on the individual's scholastic background and career goals. On completion of the program, students will have developed the skills needed for careers in chemical production, development, or research.

### **Assistantships and application deadlines**

Initial review of applications for program admission begins March 1 for subsequent fall semesters and October 1 for subsequent spring semesters. Late applications may be considered based on program enrollment. Evaluation of applications for teaching assistantships begins on April 1 for fall and November 1 for spring and will continue until positions are filled. Applicants for assistantships must first be accepted into the program, and files must be complete to be considered.

### **Entrance requirements**

Students admitted to the graduate chemistry program in full standing must meet the following requirements:

1. A bachelor's degree from an accredited institution in the U.S. or equivalent training in a foreign university.
2. A minimum overall GPA of 3.00 on a 4.00 scale, or a minimum GPA of 3.00 on a 4.00 scale for the last 60 hours of course work.

3. Scores from the Verbal Reasoning , Quantitative Reasoning, and Analytical Writing sections of the Graduate Record Examination. Normally, students are expected to score at or above the 50th percentile on each section of the GRE. A waiver of this requirement may be requested for exceptional circumstances.
4. International applicants from countries not recognizing English as the primary official language are additionally required to submit a score for the Test of English as a Foreign Language (TOEFL) of not less than 550 (paper-based), 213 (computer-based), or 79 (internet-based) and with a minimum of 50th percentile on the Listening Comprehension Section.
5. A minimum undergraduate foundation in chemistry and supporting content consisting of two semesters of general chemistry with lab, two semesters of organic chemistry with lab, one semester of analytical chemistry with lab, one semester of inorganic chemistry, two semesters of calculus, and two semesters of college-level physics, all with grades of "C-" or better and with a combined GPA of not less than 3.00. Applicants lacking any of the foundation courses listed may not be admitted until the deficiencies are rectified with appropriate course.

Students who do not meet the grade point standards outlined above may be granted conditional admission to the program. As conditions of admission, students will be required to complete a minimum of 9 hours of specified graduate courses with a GPA of at least 3.00 to be advanced to full standing in the program.

### **Accelerated Master's Degree option**

Eligible Missouri State University majors in chemistry may apply for preliminary acceptance into the Master of Science program in Chemistry after admission requirements for the accelerated master's option have been satisfied. If accepted, graduate courses chosen from [CHM 602](#), [CHM 607](#), [CHM 642](#), [CHM 656](#) and [CHM 675](#) may be counted towards both the undergraduate and graduate degrees, with a maximum of 12 credit hours counted towards both the undergraduate and graduate degrees. This option offers an opportunity for chemistry majors with undergraduate laboratory research experience to complete the requirements for the Master of Science degree in Chemistry in two semesters and a summer after attaining the Bachelor's degree, rather than the typical four semesters and a summer.

Before enrolling in a course to be counted as mixed credit toward both undergraduate and graduate degrees, an undergraduate student must be accepted into the accelerated program. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule period for the course(s). See the Graduate College for further information.

### **Admission Requirements for Accelerated Master's Degree Option**

1. Junior standing with an overall GPA of 3.20 or better.
2. Successful completion of each of the following courses, all with grades of "c-" or better and with a combined GPA of not less than 3.20: [CHM 160](#), [CHM 161](#), [CHM 170](#), [CHM 171](#), [CHM 302](#), [CHM 342](#), [CHM 343](#), [CHM 345](#), [CHM 375](#) and [CHM 399](#); [PHY 123](#) and [PHY 124](#) or [PHY 203](#) and [PHY 204](#); [MTH 261](#).

3. Undergraduate laboratory research experience in residence in the Department of Chemistry with a supportive recommendation from the student's undergraduate research mentor.
4. Acceptance of applicant by a graduate faculty member who agrees to serve as the student's graduate research mentor.
5. Acceptance of the applicant by the graduate faculty in Chemistry under the accelerated masters option.

### **Degree requirements (minimum of 32 hours)**

1. **Proficiency Requirements.** Entering graduate students are required to show a minimal proficiency in four (4) of five (5) core areas of Chemistry - Analytical, Biochemistry, Inorganic, Organic and Physical - and an intermediate proficiency in at least two of the core areas. To accomplish this, incoming students during orientation week will choose four (4) proficiency exams from the five (5) core areas and will pass all four at a minimal level and at least two at an intermediate level. The exams are standardized assessments developed by the American Chemical Society to assess typical undergraduate content in the core areas. Students who do not achieve the prescribed test scores can meet the Proficiency Requirement by one of the following processes:
  - a. A student can retake and pass one or more proficiency exams prior to the beginning of the second semester of their graduate program (excluding summers). As part of this option it is assumed that the student will prepare for the second attempt(s) by independent study.
  - b. A student can meet the proficiency standard for a particular core area by passing an approved graduate-level course in the area with a grade of at least "B" (intermediate level) or "C" (minimal level).
2. **Advisory Committee.** Within the first semester, the student will select a graduate advisory committee consisting of a research advisor and at least three additional persons. The research advisor should be a member of the Chemistry faculty and will serve as Chair of the committee. At least one committee member, but not more than two, shall be from outside the chemistry department. The advisory committee will monitor research progress throughout the candidate's graduate program.
3. **Program of Study.** Students will be advised initially by the department graduate director. Within the first semester and after a research advisor has been identified, the candidate's program of study will be structured in consultation with the research advisor and departmental graduate director. Academic background, professional experience, placement test scores, and personal and professional objectives will be considered in establishing the individual's program.
4. **Chemistry Course Requirement.** A minimum of 20 hours in chemistry, with at least 6 hours of 700-level CHM courses numbered 702-790. Students must address a diverse coverage of chemistry in their programs of study by including at least three different sub-disciplines: Analytical, Biochemistry, Chemical Education, Environmental, Inorganic, Organic and Physical. Deficiencies in advanced undergraduate course work - that is, the collective instructional content equivalent to the combination of CHM 602, CHM 606, CHM 607, CHM 642, and CHM 675 - as determined from academic transcripts and/or test scores, may be included in the program of study. Course work hours from

these inclusions will count toward the 32-hour program requirement as well as toward the sub-disciplinary diversity policy.

5. **Colloquium.** At least 1, but no more than 2 hours of credit must be earned in CHM 700, Chemistry Colloquium.
6. **Interdisciplinary Electives.** Upon departmental approval, graduate courses from related fields may be included as part of the 32-hour degree requirement but no more than 6 hours may be counted from any single course code other than CHM.
7. **Research Requirement.** For all options, the student is required to give an oral presentation of his/her research to the Department.
  - a. **Thesis Option:** The maximum credit toward the 32-hour degree requirement is 6 hours of CHM 798 and 6 hours of CHM 799 with no more than 12 total hours of any combination of CHM courses numbered 791 or higher. Submission of a thesis is a specific requirement for the degree. The purpose of the thesis is to demonstrate competence in scientific research and the ability to: choose a research topic of scientific importance; conduct a comprehensive literature search of the problem; design and implement a plan of research; collect and interpret scientific data; and communicate results and interpretations to peers. An oral defense of the thesis is required.
  - b. **Non-thesis Option:** After an attempt at a research-based thesis, and with the permission of the thesis committee and department head, a student may switch to a non-thesis option. This option requires the production of two (2) extensive papers by completing CHM 792 (3 hours) and CHM 793 (1 hour), both of which will be read and evaluated by faculty committees and one of which (CHM 792) will be presented orally to a public audience and defended before the advisory committee. Four (4) hours (no more, no less) of CHM 798 must be counted toward the degree under this option and additional approved 600- or 700-level course work hours will be taken as needed to fulfill the 32-hour program requirement.
8. **Comprehensive Examination.** A comprehensive examination will be administered after most of the course work has been completed. This examination must be passed by the candidate before a degree will be given.

## [Proposed Catalog Description showing edits]

### **Master of Science, Chemistry**

#### **G. Alan Schick, Graduate Director**

Temple Hall, Room 104, Phone 417-836-4161

[AlanSchick@missouristate.edu](mailto:AlanSchick@missouristate.edu)

#### **Program description**

This program is designed to prepare students to work in industrial or governmental chemistry laboratories, or to pursue doctoral studies in chemistry.

#### **Program objectives**

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Areas of specialization include analytical chemistry, biochemistry, chemical education, environmental chemistry, inorganic chemistry, materials chemistry (including polymer chemistry and nanotechnology), organic chemistry, and physical chemistry.

Formal courses, graduate seminars, professional advisement, directed research, and an extensive written document (thesis or non-thesis) will be incorporated into a customized curriculum based on the individual's scholastic background and career goals. On completion of the program, students will have developed the skills needed for careers in chemical production, development, or research.

#### **Assistantships and application deadlines**

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1. A bachelor's degree from an accredited institution in the U.S. or equivalent training in a foreign university.

2. A minimum overall GPA of 3.00 on a 4.00 scale, or a minimum GPA of 3.00 on a 4.00 scale for the last 60 hours of course work.
3. Scores from the Verbal Reasoning-, Quantitative Reasoning, and Analytical Writing sections of the Graduate Record Examination. Normally, students are expected to score at or above the 50th percentile on each section of the GRE. A waiver of this requirement may be requested for exceptional circumstances.
4. International applicants from countries not recognizing English as the primary official language are additionally required to submit a score for the Test of English as a Foreign Language (TOEFL) of not less than 550 (paper-based), 213 (computer-based), or 79 (internet-based) and with a minimum of 50th percentile on the Listening Comprehension Section.
5. A minimum undergraduate foundation in chemistry and supporting content consisting of two semesters of general chemistry with lab, two semesters of organic chemistry with lab, one semester of analytical chemistry with lab, one semester of inorganic chemistry, two semesters of calculus, and two semesters of college-level physics, all with grades of "C-" or better and with a combined GPA of not less than 3.00. Applicants lacking any of the foundation courses listed may not be admitted until the deficiencies are rectified with appropriate course.

Students who do not meet the grade point standards outlined above may be granted conditional admission to the program. As conditions of admission, students will be required to complete a minimum of 9 hours of specified graduate courses with a GPA of at least 3.00 to be advanced to full standing in the program.

### **Accelerated Master's Degree option**

Eligible Missouri State University majors in chemistry may apply for preliminary acceptance into the Master of Science program in Chemistry after admission requirements for the accelerated master's option have been satisfied. If accepted, graduate courses chosen from [CHM 602](#), [CHM 607](#), [CHM 642](#), [CHM 656](#) and [CHM 675](#) may be counted towards both the undergraduate and graduate degrees, with a maximum of 12 credit hours counted towards both the undergraduate and graduate degrees. This option offers an opportunity for chemistry majors with undergraduate laboratory research experience to complete the requirements for the Master of Science degree in Chemistry in two semesters and a summer after attaining the Bachelor's degree, rather than the typical four semesters and a summer.

Before enrolling in a course to be counted as mixed credit toward both undergraduate and graduate degrees, an undergraduate student must be accepted into the accelerated program. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule period for the course(s). See the Graduate College for further information.

### **Admission Requirements for Accelerated Master's Degree Option**

1. Junior standing with an overall GPA of 3.20 or better.
2. Successful completion of each of the following courses, all with grades of "c-" or better and with a combined GPA of not less than 3.20: [CHM 160](#), [CHM 161](#), [CHM 170](#), [CHM](#)

171, CHM 302, CHM 342, CHM 343, CHM 345, CHM 375 and CHM 399; PHY 123 and PHY 124 or PHY 203 and PHY 204; MTH 261.

3. Undergraduate laboratory research experience in residence in the Department of Chemistry with a supportive recommendation from the student's undergraduate research mentor.
4. Acceptance of applicant by a graduate faculty member who agrees to serve as the student's graduate research mentor.
5. Acceptance of the applicant by the graduate faculty in Chemistry under the accelerated masters option.

### Degree requirements (minimum of 32 hours)

1. **Proficiency Requirements.** Entering graduate students are required to **demonstrate** ~~show a~~ minimal proficiency in **undergraduate chemistry content by passing exams in** four (4) of five (5) core areas of ~~C~~chemistry - ~~A~~analytical, ~~B~~biochemistry, ~~I~~inorganic, ~~O~~organic, and ~~P~~physical. **At least two of the exams must be passed at an intermediate level**—~~and an intermediate proficiency in at least two of the core areas. To accomplish this, incoming students during orientation week will choose four (4) proficiency exams from the five (5) core areas and will pass all four at a minimal level and at least two at an intermediate level.~~ The exams are standardized assessments developed by the American Chemical Society to assess typical undergraduate content in the core areas. Students who do not achieve the prescribed test scores can meet the **P**roficiency **R**requirement **in a given area** by one of the following processes:
  - a. A student can retake and pass ~~one or more~~ proficiency exams prior to the beginning of the second semester of their graduate program (excluding summers). As part of this option it is assumed that the student will prepare for the second attempt(s) by **attending an appropriate course or by** independent study.
  - b. A student can meet the proficiency standard for a particular core area by passing an approved graduate-level course in the area with a grade of at least "B" (intermediate level) or "C" (minimal level).
2. **Advisory Committee.** Within the first semester, the student will select a graduate advisory committee consisting of a research advisor and at least three additional persons. The research advisory should be a member of the Chemistry faculty and will serve as Chair of the committee. At least one committee member, but not more than two, shall be from outside the chemistry department. The advisory committee will monitor research progress throughout the candidate's graduate program.
3. **Program of Study.** Students will be advised initially by the department graduate director. Within the first semester and after a research advisor has been identified, the candidate's program of study will be structured in consultation with the research advisor and departmental graduate director. Academic background, professional experience, placement test scores, and personal and professional objectives will be considered in establishing the individual's program.
4. **Chemistry Course Requirement.** A minimum of 20 hours in chemistry, with at least 6 hours of 700-level CHM courses numbered 702-790. Students must address a diverse coverage of chemistry in their programs of study by including at least three different sub-disciplines: Analytical, Biochemistry, Chemical Education, Environmental, Inorganic,



Organic and Physical. Deficiencies in advanced undergraduate course work - that is, the collective instructional content equivalent to the combination of CHM 602, CHM 606, CHM 607, CHM 642, and CHM 675 - as determined from academic transcripts and/or test scores, may be included in the program of study. Course work hours from these inclusions will count toward the 32-hour program requirement as well as toward the sub-disciplinary diversity policy.

5. **Colloquium.** At least 1, but no more than 2 hours of credit must be earned in CHM 700, Chemistry Colloquium. **During any semester in which a student is not enrolled in CHM 700, the student is expected to enroll in the zero-credit course, CHM 701 Chemistry Seminar. At least two occurrences of CHM 701 must show on the transcript.**
6. **Interdisciplinary Electives.** Upon departmental approval, graduate courses from related fields may be included as part of the 32-hour degree requirement but no more than 6 hours may be counted from any single course code other than CHM.
7. **Research Requirement.** For all options, the student is required to give an oral presentation of his/her research to the Department.
  - a. Thesis Option: The maximum credit toward the 32-hour degree requirement is 6 hours of CHM 798 and 6 hours of CHM 799 with no more than 12 total hours of any combination of CHM courses numbered 791 or higher. Submission of a thesis is a specific requirement for the degree. The purpose of the thesis is to demonstrate competence in scientific research and the ability to: choose a research topic of scientific importance; conduct a comprehensive literature search of the problem; design and implement a plan of research; collect and interpret scientific data; and communicate results and interpretations to peers. An oral defense of the thesis is required.
  - b. Non-thesis Option: After an attempt at a research-based thesis, and with the permission of the thesis committee and department head, a student may switch to a non-thesis option. This option requires the production of two (2) extensive papers by completing CHM 792 (3 hours) and CHM 793 (1 hour), both of which will be read and evaluated by faculty committees and one of which (CHM 792) will be presented orally to a public audience and defended before the advisory committee. Four (4) hours (no more, no less) of CHM 798 must be counted toward the degree under this option and additional approved 600- or 700-level course work hours will be taken as needed to fulfill the 32-hour program requirement.
8. **Comprehensive Examination.** A comprehensive examination will be administered after most of the course work has been completed. This examination must be passed by the candidate before a degree will be given.

# Curricular Action Workflow



Missouri State / Computer Services - MIS / Curricular Action Workflow / **CAW - Delete Course Proposal Form**

## Delete Course Proposal Form

**Submitted on 11/13/2020 by William Bray ([WBray@MissouriState.edu](mailto:WBray@MissouriState.edu)).**

**\*All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

MTH135 College Algebra

Is this course a requirement or course choice within any current program, including those outside your department?

- No
- Yes (A corresponding program change course form must be submitted to remove the deleted course from the program requirements. You should also notify other departments using this course of your plans to delete the course.)

Will this proposal need to be reviewed by CGEIP?  No  Yes

Will this proposal need to be reviewed by EPPC?  No  Yes

Online catalog description.

Prerequisite: "C" grade or better in MTH 101 or MTH 103, or appropriate placement score; Note: MTH 130 does not meet the prerequisite for MTH 135. General Education Course (Focus on Quantitative Literacy). Contents include the study of linear and quadratic equations; inequalities and their applications; polynomial, rational, exponential and logarithmic functions; and systems

of equations. Cannot receive credit for both MTH 135 and MTH 136. Cannot receive credit for both MTH 135 and MTH 138 if 138 taken prior to fall 2018. Cannot count toward a mathematics major or minor. A grade of "C" or better is required in this course in order to take MTH 285 or MTH 287. Cannot be taken Pass/Not Pass. 3(3-0) F,S

#### Reason for proposed Deletion

MTH 135 College Algebra has been replace by two courses depending on mathematical needs of the major: MTH 134 Algebraic Reasoning and Modeling--intended for Business, Nursing, and some social science majors (MOTR#120)  
MTH 136 Precalculus I: for those needing to take a Calculus course (either MTH 261 or 287) (MOTR#130).

How did you determine the need for this change? Check all boxes that apply or specify other.

Routine or annual review/assessment of curriculum  Faculty Input  Student Input

Accreditation/certification compliance  Review of catalog information

Other (be specific):

Better way to offer mathematics to our diverse student majors.

What is the date that this course change was approved by departmental or program faculty?

12/05/2019

#### Current Status:

College Council Review

#### Proposal Progress:

11/13/2020 - Submitted by Department Head (William Bray)

#### Review Comments:

11/13/2020 - Department Head Review - William Bray - This needs to be done. Katrina Chavez has a list of programs needing to change their requirements.

No review notes have been added.

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# Curricular Action Workflow



Missouri State / Computer Services - MIS / Curricular Action Workflow / **CAW - Change Course Proposal Form**

## Change Course Proposal Form

**Submitted on 12/06/2020 by Rajinder Jutla ([Rajinderjutla@missouristate.edu](mailto:Rajinderjutla@missouristate.edu)).**

**\*All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

PLN372 Planning Theory and Ethics

Will this proposal need to be reviewed by CGEIP?  No  Yes

Will this proposal need to be reviewed by EPPC?  No  Yes

Is there a graduate/undergraduate parallel course to this one?  No  Yes

Current online catalog description:

PLN 372 Planning Theory and Ethics

Prerequisite: PLN 371. This course aims to introduce students to the theories of city and regional planning. Specifically, it examines the need for theory in planning and overviews the evolution of planning paradigms from the beginning of the 20th century to the present. Additionally, the following issues are investigated: why plan; how to planners plan; how can planning be achieved in a pluralistic society; what are the values and ethics of planners? Finally, a major aim is for students to appreciate the link between theory and praxis. Field trip required. 3(3-0) S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* ~~S~~

PLN 372 Planning Theory and Ethics

~~Prerequisite: PLN 371.~~ This course aims to introduce students to the theories of city and regional planning. Specifically, it examines the need for theory in planning and overviews the evolution of planning paradigms from the beginning of the 20th century to the present. Additionally, the following issues are investigated: why plan; how to planners plan; how can planning be achieved in a pluralistic society; what are the values and ethics of planners? Finally, a major aim is for students to appreciate the link between theory and praxis. Field trip required. 3(3-0) S

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What is changing? Check all boxes that apply.

- Course Code
- Course Number (Check Availability)
- Title
- Prerequisite
- Credit Hours/Contact Hours
- Periodicity
- Description

Reason for proposed change

The prerequisite is a hindrance to planning enrollment. This should help to increase enrollment. In the last couple of years, students from different disciplines took this class with the prerequisite waived and they did well.

Does this change affect course assessment (e.g. student learning evidence/outcomes)?  No  Yes

Explain.

Empty text box for explanation.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum
- Faculty Input
- Student Input
- Accreditation/certification compliance
- Review of catalog information
- Other (be specific):

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?  
(MM/DD/YYYY)

12/04/2020

**Current Status:**

College Council Review

**Proposal Progress:**

12/15/2020 - Submitted by Department Head (Toby Dogwiler)

**Review Comments:**

12/15/2020 - Department Head Review - Toby Dogwiler - Dropping the prerequisite was supported by the full GGP faculty at a recent department meeting.

No review notes have been added.

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# MAKE YOUR COURSE CHANGE EASIER

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# Curricular Action Workflow

Missouri State / Computer Services - MIS / Curricular Action Workflow / **CAW - Change Course Proposal Form**

## Change Course Proposal Form

**Submitted on 12/06/2020 by Rajinder Jutla ([Rajinderjutla@missouristate.edu](mailto:Rajinderjutla@missouristate.edu)).**

**\*All fields require input**

This proposal applies to:

- An existing COURSE
- An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

PLN576 Site Planning and Design Studio

Will this proposal need to be reviewed by CGEIP?  No  Yes

Will this proposal need to be reviewed by EPPC?  No  Yes

Is there a graduate/undergraduate parallel course to this one?  No  Yes

Enter parallel course number

PLN676 Site Planning and Design Studio

How do these classes differ?



In addition to the requirements of PLN 576, graduate students do a research paper.

Current online catalog description:

PLN 576 Site Planning and Design Studio

Prerequisite: PLN 371 and PLN 372. Focuses on the principles of site planning approaches in evaluating, planning, and designing sites within the context of natural and cultural systems. Provides a foundation for conducting any type of site planning project. A specific site in the region is studied and plans are developed for present and future use. May be taught concurrently with PLN 676. Cannot receive credit for both PLN 676 and PLN 576. 4(3-2) F

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)



PLN 576 Site Planning and Design Studio

~~Prerequisite: PLN 371 and PLN 372.~~ Focuses on the principles of site planning approaches in evaluating, planning, and designing sites within the context of natural and cultural systems. Provides a foundation for conducting any type of site planning project. A specific site in the region is studied and plans are developed for present and future use. May be taught concurrently with PLN 676. Cannot receive credit for both PLN 676 and PLN 576. 4(3-2) F

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What is changing? Check all boxes that apply.

- Course Code
- Course Number (Check Availability)
- Title
- Prerequisite
- Credit Hours/Contact Hours
- Periodicity
- Description

Reason for proposed change

The prerequisite is a hindrance to planning enrollment. This should help to increase enrollment. In the last couple of years, students from different disciplines took this class with the prerequisite waived and they did well.

Does this change affect course assessment (e.g. student learning evidence/outcomes)?  No  Yes

Explain.

How did you determine the need for this change? Check all boxes that apply or specify other.

- Routine or annual review/assessment of curriculum
- Faculty Input
- Student Input
- Accreditation/certification compliance
- Review of catalog information

Other (be specific):

Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty?  
(MM/DD/YYYY)

12/04/2020

**Current Status:**

College Council Review

**Proposal Progress:**

12/15/2020 - Submitted by Department Head (Toby Dogwiler)

**Review Comments:**

12/15/2020 - Department Head Review - Toby Dogwiler - The GGP faculty expressed unanimous support for dropping the prerequisites for PLN 576.

No review notes have been added.

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