DATE: May 7, 2014

SUBJECT: NOTICE OF CURRICULUM CHANGES

This notice of Curriculum Changes is published as required by the EPC Manual, part of the Faculty Handbook (pp. 66-75 of the 7th ed., September 2011). The following paragraph may be found in Section C, “Procedures Governing Revision of Curriculum and Degree Requirements” (p. 69):

5: Faculty members objecting to a particular proposal must express their objections in writing to the EPC within 30 days.* This 30-day period begins with the committee’s distribution of its “Notice of Curriculum Changes.” Objections received within this 30-day period will suspend approval pending resolution of the objections. In the event a dispute cannot be resolved, the committee will make its recommendation to the faculty for its action at the next regular faculty meeting.

Complete copies of the proposals may be obtained from the Provost’s Office or from Tina Saxowsky, Chemistry and Chair of the Educational Policies Committee for the 2013-14 academic year. In addition, some proposals may be found online in the EPC section of the Office of the Provost Sakai, to which all PLU faculty should have access.

*The 30-day period starts May 7, 2014 and ends June 7, 2014

CURRICULUM CHANGES

EPC places on the 30-day clock memo for faculty review:

BUSINESS, SCHOOL OF
BUSA, change credit hours, Type 4, beginning Spring 2015

OLD
BUSA 485: Study Away in Business
PLU-sponsored academic or experiential study in other countries. Prerequisite: Junior standing or permission of instructor. (1 to 32)

NEW
BUSA 485: Study Away in Business
PLU-sponsored academic or experiential study in other countries. Prerequisite: Junior standing or permission of instructor. (0 to 32)
ECONOMICS
ECON, add prerequisite, Type 4, beginning Spring 2015.

OLD
ECON 311: Dynamic Modeling of Natural Resources
An introduction to dynamic modeling and optimization, with consideration of both market and socially optimal outcomes. Examples used include fisheries, forestry, mining, renewable energy and sustainability. Extensive use of spreadsheets to build and solve dynamic resource allocation problems. Prerequisite: ECON 101 or 111 or consent of instructor

NEW
ECON 311: Dynamic Modeling of Natural Resources
An introduction to dynamic modeling and optimization, with consideration of both market and socially optimal outcomes. Examples used include fisheries, forestry, mining, renewable energy and sustainability. Extensive use of spreadsheets to build and solve dynamic resource allocation problems. Prerequisite: ECON 101 or 111 and Math 128 or consent of instructor.

GRADUATE COUNCIL
GRAD, modify catalog language in the section “Graduate Policies and Standards” to include the new Doctor of Nursing Practice program, Type 4.

NEW
Policies and Standards (Graduate)

http://www.plu.edu/catalog/2013-2014/graduate-program/policies/home.php

(section headings)
CLASSIFICATION OF STUDENTS – (no changes)
Regular Admission – (no changes)
Provisional Admission – (no changes)
Conditional Status – (no changes)

Non-Matriculated Students
Students holding bachelor degrees who wish to pursue graduate coursework and are not admitted to a graduate program are classified as non-matriculated students. Note that many programs do not allow non-matriculated student enrollment and that non-matriculated students may take a maximum of nine semester hours of 500-level courses. Non-matriculated students may take an unlimited number of continuing education hours. Enrollment in a graduate program as a non-matriculated student requires approval from the program director or his/her designee (e.g., program director).

ENROLLMENT (FULL TIME, HALF TIME) – (no changes)
Full-time enrollment – (no changes)
Half-time to three-quarter time enrollment – (no changes)
CHANGE OF STUDENT STATUS – (no changes)
Provisional to Regular – (no changes)
Non-Matriculated to Regular/Provisional

Student status will be changed from non-matriculated to regular/provisional after the non-matriculated student completes the normal application process and is accepted into a program. Credit earned during non-matriculated classification may count toward a graduate degree, but only as recommended by the program’s director or dean Dean or his/her designee (e.g., program director), and approved by the Associate Provost for Graduate Studies and Continuing Education after the student has been admitted to a degree program. No such credit can be counted that carries a grade lower than B-.

Conditional Status Removed – (no changes)
ADVISING – (no changes)
HOURS REQUIRED FOR THE MASTER’S DEGREE – (no changes)

HOURS REQUIRED FOR THE DOCTOR OF NURSING PRACTICE DEGREE

A minimum of 79 semester hours are required. Post-master’s students may apply previous graduate level nursing coursework toward the requirement, based on approval of the courses by the Dean or his/her designee (e.g., program director).

TRANSFER OF CREDIT

Graduate work from another institution may be accepted for transfer upon petition by the student and approval by the program director Dean or his/her designee (e.g., program director). Eight semester hours may be transferable to a 32-semester-hour program. In degree programs requiring work beyond 32 semester hours, more than eight semester hours may be transferred. In any case, a master’s student must complete at least 24 semester hours of the degree program at Pacific Lutheran University.

Transfer of credit for the Doctor of Nursing Practice is determined by a gap analysis conducted by the Dean or his/her designee (e.g., program director), with a minimum of 30 semester hours of the degree program completed at Pacific Lutheran University.

RESIDENCY REQUIREMENT

All candidates for the master’s degree must complete 24 semester hours of PLU courses. A Doctor of Nursing Practice student must complete at least 30 semester hours at Pacific Lutheran University.

TIME LIMIT FOR COMPLETION OF DEGREE

All requirements for the master’s degree, including credit earned before admission, must be completed within seven years. The seven-year limit covers all courses applied to the master’s degree, credit transferred from another institution, and thesis, if applicable. The seven-year limit begins with beginning date of the first course applicable to the graduate degree.

All requirements for the Doctor of Nursing Practice degree must be completed within seven years from date of matriculation. Post-master’s Doctor of Nursing Practice may
transfer credit from another institution older than seven years upon the approval of the Dean or his/her designee (e.g., program director).

COURSES ACCEPTABLE FOR GRADUATE CREDIT

All 500-numbered courses described in this catalog are graduate level. A maximum of four semester hours of continuing education credit may be accepted toward a master’s degree. This applies to continuing education credit taken at PLU or transferred from another university. The School of Business and the School of Nursing do not accept continuing education coursework. All courses accepted for any master’s degree are subject to the approval of the program director Dean or his/her designee (e.g., program director) and the Associate dean Provost for Graduate Studies and Continuing Education.

All required undergraduate level coursework in Nursing (or its equivalent) in the Entry-Level Master of Science in Nursing Program is considered part of the Entry-Level M.S.N. graduate program.

GRADUATE CREDIT FOR PLU SENIORS

If during the last semester of the senior year a candidate for a baccalaureate degree finds it possible to complete all degree requirements with a registration of fewer than 16 semester hours of undergraduate credit, registration for graduate credit may be permissible. However, the total registration for undergraduate requirements and elective graduate credit shall not exceed 16 semester hours during the semester. A memorandum stating that all baccalaureate requirements are being met during the current semester must be signed by the appropriate department chair or school Dean and presented to the Associate dean Provost for Graduate Studies and Continuing Education at the time of such registration. This registration does not apply toward a higher degree unless it is later approved by the student’s graduate program advisor and/or advisory committee.

PROCEDURE FOR TRANSFER OF CREDITS/PETITION FOR PROGRAM CHANGES

It is the student’s responsibility to formally petition the graduate program’s director or dean Dean or his/her designee (e.g., program director) for transfer credit, change of program or advisor, or any exception to policy.

STANDARDS OF WORK

The cumulative minimum standard acceptable for the master’s degree or Doctor of Nursing Practice degree is a grade point average of 3.00 in all graduate work. In addition, graduate-level credit will not be given for any class in which the grade earned is lower than a C (2.00). Some programs may require earned grades to be higher than a C (see individual program section or program handbook).

Academic Probation and Dismissal

A student pursuing the master’s degree or Doctor of Nursing Practice degree who fails to maintain a cumulative grade point average of 3.00 will be placed on academic probation. If in a
subsequent term the student earns a cumulative grade point average of at least 3.00, academic probation status will be removed. A graduate student on probation who fails to attain a cumulative grade point average of 3.00 in the next term of enrollment may be dismissed from the program. A graduate student cannot earn a master’s or Doctor of Nursing Practice degree with less than a 3.00 cumulative grade point average in all graduate-level work.

Academic Integrity – (no changes)
CLASS ATTENDANCE AND PARTICIPATION – (no changes)
GRADING SYSTEM – (no changes)
Pass (P) and Fail (F) – (no changes)

Grade Changes

Faculty may not change a grade once it has been recorded in the registrar’s records unless an error was made in assigning the original grade. The error must be reported to the Office of the Registrar by the end of the following semester after which it was entered (by the Spring grade submission deadline for Fall and January, and by the Fall grade deadline for Spring and Summer). Any grade change requested after the designated date must be approved by the respective program director and dean Dean or his/her designee (e.g., program director). The Grade Change policy does not apply to I or IP grades, which are subject to separate policies.

Incomplete Grades – (no changes)
In-Progress Grades – (no changes)
Medical Withdrawal – (no changes)
No Grade (NG) – (no changes)
REGISTRATION PROCEDURES – (no changes)
Requirements Prior to Registration – (no changes)
Registration Process – (no changes)

Adding or Dropping a Course

All add or drop activity must be completed by the listed add/drop deadline for the specific term or semester. All students are encouraged to consult with their academic advisor prior to making any significant schedule changes. Please go online at www.plu.edu/registrar for the most current information. Students may add a course without an instructor signature only during the first five business days of a full or half semester-length class. A student may drop a course without an instructor’s signature only during the first ten business days of a full semester-length class or of a half semester-length class. In most cases, adding and dropping can be accomplished using Banner Web. To add/drop a course after classes have started in any other term, see Dean or his/her designee (e.g., program director). Any registration changes may result in additional tuition charges and fees and may also affect the student’s financial aid (if applicable). A $100 late registration fee is charged for any registration changes after the published deadline dates.

WITHDRAWAL FROM A COURSE – (no changes)
Official Withdrawal – (no changes)
Repeating a Course – (no changes)
WITHDRAWAL FROM THE UNIVERSITY – (no changes)
Withdrawal from the Term – (no changes)
Withdrawal from a Future Term

Students are required to notify PLU and the Dean or his/her designee (e.g., program director) if they do not plan to return for the following term. Students are entitled to withdraw honorably from the university if their record is satisfactory and all financial obligations are satisfied. Students must complete and sign the Notification of Student Withdrawal form in the Student Services Center. Students who do not follow the above policy for withdrawal may not re-enter the program without a petition approved by the program director and Dean.

Medical Withdrawal – (no changes)

THESIS

Some programs require the completion of a thesis; others may allow a thesis option. Those students writing theses must submit their original theses for binding and microfilming by ProQuest of Ann Arbor, Michigan. In addition, A dissertation Services publishing form and an abstract of 150 words or fewer must be submitted with the publishing fee, to the Office of the Provost and Associate dean Provost for Graduate Studies and Continuing Education, no later than three weeks before graduation. Fees for microfilming, publishing abstracts, and binding original theses for the permanent PLU library collection are paid by students (see Tuition and Fees section).

GRADUATION

All courses must be completed, final grades recorded, examinations passed, and thesis/research requirements fulfilled in order for a degree to be awarded. Graduate students must apply for graduation by the following dates:

Note: The thesis/research paper(s) must be signed by the thesis advisor and have been read by the entire committee before submission to the Office of the Provost and Associate dean Provost for Graduate Studies and Continuing Education.

Graduation Application is done through the student's Banner Web account.

IMMUNIZATION POLICY

All graduate students are required to submit a Health History and Consent form including documented record of two measles, mumps and rubella (MMR) immunizations after their first birthday. Documentation consists of official records signed by a health care professional. Those born before January 1, 1957 are exempt from immunization information, but still must complete the form. Students in compliance are considered cleared. Those students not in compliance are placed on medical hold and will not be allowed to register, drop or change classes after their initial (entry) registration.

International students are required to have a tuberculosis skin test which is administered by Health Services after arrival at the university. International students are required to purchase the PLU International Student Health Insurance policy unless they have submitted a waiver form to their insurance company and the completed form is received by the PLU Health Center by the 10th day of the first class.
The Master of Science in Nursing and Doctor of Nursing Practice students have additional health requirements.

RESPONSIBILITIES AND DEADLINES – (no changes)
Students must read and abide by: - (no changes)

Students must:
- Upon acceptance, meet with the assigned advisor as soon as possible to establish the program of study.
- Register for thesis as required. Deadline: The last acceptable registration date is the semester in which the student expects to receive his or her degree.
- Apply for graduation. File the application for graduation through Banner Web. Students are responsible for ordering their own cap, gown, and hood.
- **Note:** If a student fails to complete the necessary requirements for graduation, the application for graduation will not automatically be forwarded to the next graduation date. Rather, a student must reapply for the subsequent graduation date, submitting all fees.
- Submit theses in final form to Office of the Provost and Associate Provost for Graduate Studies and Continuing Education three weeks prior to graduation. At this time the binding/microfilming fee must be paid.
- The information contained herein regarding Pacific Lutheran University is accurate at the time of the publication. However, the university reserves the right to make necessary changes in procedures, policies, calendar, curriculum and costs at its discretion. Not all courses are offered each academic year, and faculty assignments may change. Any changes will be reflected on the university Web site at [www.plu.edu/registrar/Catalog](http://www.plu.edu/registrar/Catalog).

**MARRIAGE AND FAMILY THERAPY**
MFTH, delete course, add permanent course, Type 4, Spring 2015.

**OLD**
MFTH 599: Thesis (4)

**NEW**
MFTH 598: Graduate Research Project
Students will work independently with faculty to develop, design, and complete (including a publishable research paper) a research project targeted for journal publication.
MUSIC
MUSI, change catalog description and add prerequisite, Type 1, beginning Spring 2015

OLD
MUSI 341: Music for Classroom Teachers
Methods and procedures in teaching elementary school music as well as infusing the arts in the curriculum. Offered for students preparing for elementary classroom teaching (non-music education majors).

NEW
MUSI 341: Music for Classroom Teachers
Methods and procedures in teaching elementary school music as well as infusing the arts in the curriculum. Offered for students preparing for elementary classroom teaching (non-music education majors). **Prerequisite: completion of or concurrent enrollment in EDUC 390 Inquiry into Learning I**