## OTHER ACTION PROPOSAL FORM

**ACADEMIC AREA:** CRIMINAL JUSTICE AND PUBLIC SAFETY

**PROGRAM:** AS PARALEGAL STUDIES

**PROPOSEd by**: Mary Conwell

**PRESENTER:** Richard Worch

**SUBMISSION DATE:** 1/4/2013

### SECTION I

**PROPOSED ACTION: CHECK ALL THAT APPLY**

















CLICK HERE TO ENTER TEXT IF “OTHER”

**EXPLAIN THE NATURE OF THE ACTION:**

Add New PLA 2930, Capstone-Portfolio (1 credit hour) to the AS Paralegal Studies Program degree core requirements, changing the degree core credit hours required from 36 to 37 and the Open Electives from 10 to 9 credit hour(s).

### SECTION II

**PROVIDE JUSTIFICATION FOR CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION):**

THIS addition of the SINGLE-CREDIT CAPSTONE COURSE SERVES SEVERAL PURPOSES AS FOLLOWS. FIRST, IT ALLOWS THE STUDENT A MECHANISM TO EARN THE SINGLE CREDIT VACATED WHEN CGS 1100 WENT FROM A 4 CREDIT COURSE TO A 3 CREDIT COURSE. SECOND, IT PROVIDES An enhanced MECHANISM WHERBY THE STUDENT CAN BE EVALUATED ON HIS OR HER PROFICIENCY IN PROGRAM LEVEL OUTCOMES. IT PROVIDES THE STUDENT WITH THE OPPORTUNITY TO WRITE A CRITIQUED RESUME AND BE ENCOURAGED TO GAIN EMPLOYMENT IN a FIELD consistent with the AS PLA training. LASTLY, IT PROVIDES A FOCUS FOR THE STUDENT AS HE OR SHE PROGRESSES THROUGH THE DEGREE PROGRAM BECAUSE OF THE MOTIVATIONAL VALUE OF THE NEED TO PASS A COMPREHENSIVE EXAMINATION IN ORDER TO GRADUATE.

**nOTE:** Changes for the Fall 2013 Term must be submitted and approved no later than the January Curriculum Committee Meeting prior to the start of the next academic year. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate dean as well as the Vice President of Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2013

NA

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:



SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:



**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 1/4/2013

**ASSOCIATE / ACADEMIC DEAN ENDORSEMENT:**

 1/4/2013

**DEANS’ COUNCIL Review – verified by:**

 1/16/2013

**STUDENT ASSESSMENT COMMITTEE CHAIR ENDORSEMENT:**

 PLEASE SELECT TODAY’S DATE

**FOR CURRICULUM COMMITTEE MEETING DATE: February 22, 2013**

Completed curriculum proposals must be uploaded to the dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission for Proposals* document available in the document manager in the MyEdisonState Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents