



College of Arts and Sciences

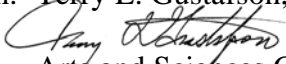
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July 26, 2011

To: W. Randy Smith, Vice Provost, Office of Academic Affairs  
From: Terry L. Gustafson, Special Assistant to the Executive Dean for Semester Conversion  
  
Re: Arts and Sciences Comments on EHE Minor

The Arts and Sciences Committee on Curriculum and Instruction (CCI) has reviewed the Family and Consumer Sciences Education minor from the College of Education and Human Ecology (EHE). The minor was approved unanimously by the CCI.

Status: PENDING

**PROGRAM REQUEST**  
Family & Consumer Sciences Education - MN

Last Updated: Zircher, Andrew Paul  
07/22/2011

<b>Fiscal Unit/Academic Org</b>	Schl of Phys Act & Educ Serv - D1270
<b>Administering College/Academic Group</b>	Education & Human Ecology
<b>Co-administering College/Academic Group</b>	
<b>Semester Conversion Designation</b>	Converted with minimal changes to program goals and/or curricular requirements (e.g., sub-plan/specialization name changes, changes in electives and/or prerequisites, minimal changes in overall structure of program, minimal or no changes in program goals or content)
<b>Current Program/Plan Name</b>	Family & Consumer Sciences Education Minor
<b>Proposed Program/Plan Name</b>	Family & Consumer Sciences Education - MN
<b>Program/Plan Code Abbreviation</b>	FCSED-MN
<b>Current Degree Title</b>	

### Credit Hour Explanation

Program credit hour requirements		A) Number of credit hours in current program (Quarter credit hours)	B) Calculated result for 2/3rds of current (Semester credit hours)	C) Number of credit hours required for proposed program (Semester credit hours)	D) Change in credit hours
Total minimum credit hours required for completion of program		20	13.3	14	0.7
Required credit hours offered by the unit	Minimum	5	3.3	6	2.7
	Maximum	8	5.3	11	5.7
Required credit hours offered outside of the unit	Minimum	12	8.0	3	5.0
	Maximum	15	10.0	9	1.0
Required prerequisite credit hours not included above	Minimum	0	0.0	0	0.0
	Maximum	0	0.0	0	0.0

**Explain any change in credit hours if the difference is more than 4 semester credit hours between the values listed in columns B and C for any row in the above table**

The number of maximum possible credits from inside the unit increased because options for courses to complete the minor from EDU PAES were added to the advising sheet.

### Program Learning Goals

Note: these are required for all undergraduate degree programs and majors now, and will be required for all graduate and professional degree programs in 2012. Nonetheless, all programs are encouraged to complete these now.

- Program Learning Goals**
- 1. Examine the complex roles of teaching Family and Consumer Sciences in secondary programs.
  - 2. Survey family and consumer sciences content in human ecology.
  - 3. Develop pedagogical skills of teaching family and consumer sciences.

### Assessment

Assessment plan includes student learning goals, how those goals are evaluated, and how the information collected is used to improve student learning. An assessment plan is required for undergraduate majors and degrees. Graduate and professional degree programs are encouraged to complete this now, but will not be required to do so until 2012.

**Is this a degree program (undergraduate, graduate, or professional) or major proposal?** No

### Program Specializations/Sub-Plans

If you do not specify a program specialization/sub-plan it will be assumed you are submitting this program for all program specializations/sub-plans.

## Pre-Major

Does this Program have a Pre-Major? No

## Attachments

- FCS minor - Dohner.docx  
*(Program Proposal. Owner: Martin,Lindsey Beth)*
- PAES semester conversion letter of support - FCS Minor.docx: Director approval letter  
*(Letter from Program-offering Unit. Owner: Wheaton,Joe Edward)*
- EHE Dean's Approval - Semester Conv - Physical Activity Educational Services - 010911.docx: College Approval Letter  
*(Letter from the College to OAA. Owner: Zircher,Andrew Paul)*
- Family and Consumer Sciences Education Minor Quarter Advising Sheet.pdf: FCS Minor Qtr Advising sheet  
*(Quarter Advising Sheet(s). Owner: Wheaton,Joe Edward)*
- FCS minor - Dohner.docx: Rationale for requirements changes  
*(Other Supporting Documentation. Owner: Wheaton,Joe Edward)*
- 072211 Updates for ASC transition policy FCS ED Minor.docx: FCS Transition Policy  
*(Transition Policy. Owner: Wheaton,Joe Edward)*
- 072211 Update for ASC FCS Ed Semester Advising Sheet.docx: FCS Sem Advising Sheet  
*(Semester Advising Sheet(s). Owner: Wheaton,Joe Edward)*

## Comments

- Please ignore the document attached by Lindsey Martin. We were not able to get hold of her to have the old file removed. *(by Zircher,Andrew Paul on 06/06/2011 05:07 PM)*
- changed the minimum and max credits in quarters and semesters *(by Dohner,Ruth Elaine on 09/29/2010 02:13 PM)*

Status: PENDING

**PROGRAM REQUEST**  
Family & Consumer Sciences Education - MN

Last Updated: Zircher,Andrew Paul  
07/22/2011

**Workflow Information**

Status	User(s)	Date/Time	Step
Submitted	Dohner,Ruth Elaine	09/29/2010 02:13 PM	Submitted for Approval
Approved	Wheaton,Joe Edward	10/12/2010 03:24 PM	Unit Approval
Approved	Zircher,Andrew Paul	01/22/2011 12:30 PM	College Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	02/22/2011 11:44 AM	ASCCAO Approval
Submitted	Wheaton,Joe Edward	06/06/2011 05:03 PM	Submitted for Approval
Approved	Zircher,Andrew Paul	06/06/2011 05:07 PM	Unit Approval
Approved	Zircher,Andrew Paul	06/06/2011 05:07 PM	College Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	06/15/2011 10:33 AM	ASCCAO Approval
Submitted	Wheaton,Joe Edward	06/16/2011 10:15 AM	Submitted for Approval
Approved	Wheaton,Joe Edward	06/16/2011 10:15 AM	Unit Approval
Approved	Zircher,Andrew Paul	06/17/2011 11:26 AM	College Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	07/18/2011 01:00 PM	ASCCAO Approval
Submitted	Wheaton,Joe Edward	07/22/2011 03:34 PM	Submitted for Approval
Approved	Zircher,Andrew Paul	07/22/2011 03:37 PM	Unit Approval
Approved	Zircher,Andrew Paul	07/22/2011 03:38 PM	College Approval
Pending Approval	Nolen,Dawn Jenkins,Mary Ellen Bigler Meyers,Catherine Anne Vankeerbergen,Bernadette Chantal Hanlin,Deborah Kay	07/22/2011 03:38 PM	ASCCAO Approval



**Office of Academic Affairs**  
172 Arps Hall, 1945 N. High Street  
614 688-4571

**Date:** January 9, 2011

**To:** Randy Smith, Vice Provost for Academic Programs  
Elliot Slotnick, Associate Dean, Graduate School

**From:** Jackie Blount, Associate Dean, EHE Academic Affairs

**RE:** Semester Conversion Package for School of Physical Activity & Educational Services

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I am pleased to present the complete package of semester conversion materials for the School of Physical Activity & Educational Services. In what follows, I will outline unique college and school contexts that have shaped this package. I will include tables summarizing constituent programs/courses and describe any other pertinent considerations. Finally, you will find Dean's level approval.

### **College Contexts**

The College of Education and Human Ecology was formed in 2006 by merging two colleges (Human Ecology and Education). Curriculum across the new college, however, has remained relatively unchanged. Given this situation, we view the semester conversion process as a fresh opportunity to deepen the merger by building curricular collaborations among our units. We also wish to rethink our pre-existing programs and find ways to make them stronger, more coherent, and streamlined.

To these ends, we have asked faculty in our units to purge their curricula of little-used or less-than-relevant courses. We have challenged faculty to reach across unit lines to forge curricular collaborations by creating new degrees, interdisciplinary specializations, or co-taught courses. We are re-instituting a number of undergraduate teacher preparation programs (B.S.Ed.), each of which draws from courses in units around our college as well as across the university. We have encouraged five of our six units to address findings of the [2008 OSU Doctoral Program Assessment and Plan](#) by strengthening their Ph.D. programs and making them more coherent. They have responded by: 1) defining their Ph.D. programs in alignment with their units -- rather than with their pre-merger college (i.e., Ph.D. in Consumer Science rather than Ph.D. in Human Ecology); and 2) creating true cores for their Ph.D. programs if they did not previously exist. Additionally, an Ed.D. degree in Educational Leadership is being proposed to address the need of school administrators to pursue advanced degrees geared for practitioners. With approval of the Ed.D. and also with recent B.O.R. approval of our other practitioner-oriented programs, an Ed.S. (Education Specialist) program in School Psychology and another in Teaching and Learning, fewer graduate students in the college will pursue Ph.D.s by default than in the past.

We believe that, taken together, these changes will greatly strengthen our programs and clarify our new college identity.

## School Notes

Physical Activity & Educational Services (PAES) is one of five units in the college to change its Ph.D. program to align with school boundaries rather than those of its previous college. PAES faculty have proposed that the degree name change from “Ph.D. in Education” to “Ph.D. in Physical Activity & Educational Services.” The “Education” designation no longer makes sense because the college of that name does not exist. Also, Ph.D. degrees from other units with the “Education” designation have very little in common with each other as there is no common core. However, with the proposed Ph.D. in Physical Activity & Educational Services, a new two-course common core will provide enhanced cohesiveness to the degree program that will span eight separate specializations.

## Summary Tables

Program	Extent of Change	Notes	Approval by EHE Curr. Committee	Approval by EHE College Council
<b>Ph.D. in Physical Activity and Educational Services</b>	New	Name changed to align with unit name. True common core added.	Dec. 9, '10	Jan. 7, '11
<b>M.A. Education</b>	Converted	Straight conversion.	Dec. 9, '10	Jan. 7, '11
<b>B.S.Ed. in Sport Industry</b>	Re-envisioned	Program updated to align more closely with those offered by peer institutions.	Dec. 9, '10	Jan. 7, '11
<b>B.S.Ed. in Technical Education and Training</b>	Converted	All specializations are converting. Previously the FCS Ed specialization was its own major, but has been brought into TET to combine resources and streamline	Dec. 9, '10	Jan. 7, '11
<b>B.S.Ed. in Special Education</b>	Converted	Straight conversion.	Dec. 9, '10	Jan. 7, '11
<b>B.S.Ed. in Physical Education, Sport, and Physical Activity</b>	Re-envisioned	Mostly straight conversion, but program broken into two strands to better suit students' needs (licensure and non-licensure).	Dec. 9, '10	Jan. 7, '11
<b>Minor in Coaching Education</b>	Converted	Straight conversion.	Dec. 9, '10	Jan. 7, '11
<b>Minor in Family and Consumer Sciences Education</b>	Converted	Straight conversion.	Dec. 9, '10	Jan. 7, '11

Program	Extent of Change	Notes	Approval by EHE Curr. Committee	Approval by EHE College Council
Licensure - School Nurse (non-degree)	Converted	Straight conversion.	Nov. 30, '10	Dec. 3, '10
Endorsement - Pre K Special Needs (non-degree)	Converted	Allows educators who already possess licenses to add service area (endorsement area).	Dec. 9, '10	Jan. 7, '11

Courses	Number	Extent of Change	Approval by EHE Curr. Committee	Approval by EHE College Council
New graduate courses	13	New	Nov. 30 & Dec. 9, '10	Dec. 3, '10 & Jan. 7, '11
New undergraduate courses	12	New	Nov. 30 & Dec. 9, '10	Dec. 3, '10 & Jan. 7, '11
<b>Total new Courses</b>	25			
Re-envisioned graduate courses	92	Re-envisioned	Nov. 30 & Dec. 9, '10	Dec. 3, '10 & Jan. 7, '11
Re-envisioned undergraduate courses	227	Re-envisioned	Nov. 30 & Dec. 9, '10	Dec. 3, '10 & Jan. 7, '11
<b>Total re-envisioned courses</b>	319			
Graduate courses	55	Converted	Nov. 30 & Dec. 9, '10	Dec. 3, '10 & Jan. 7, '11
Undergraduate courses	73	Converted	Nov. 30 & Dec. 9, '10	Dec. 3, '10 & Jan. 7, '11
<b>Total converted courses</b>	128			
<b>Total number of all courses</b>	<b>472</b>			

### College Approval

I have carefully reviewed all semester conversion materials for the School of Physical Activity & Educational Services, having done so conjointly with the EHE Curriculum Committee. I also have discussed these materials with Dean Achterberg. This memo signifies Dean's level approval of the entire semester conversion package for the School of Physical Activity & Educational Services.



PAES Administration

School of Physical Activity & Educational Services  
College of Education and Human Ecology  
PAES Building, First Floor  
305 West 17th Avenue  
Columbus, OH 43210-1224

Director: 614-247-6411  
FAX: 614-688-4613  
<http://ehe.osu.edu/paes/>

September 30, 2010

Office of Academic Affairs  
203 Bricker Hall  
190 North Oval Mall  
Columbus, OH 43210-1358

RE: Letter seeking approval of the Family and Consumer Education Minor in EHE PAES

Dear Office of Academic Affairs:

This letter is in support of the conversion of the Family and Consumer Education Minor in PAES from quarters to semesters. The review process began in Winter Quarter of 2010 with the program PAES identifying the goals and objectives for the semester curriculum. The program looked at its current goals and objectives and licensure agency. From this study, the program constructed its program template. After the goals were identified, the program coordinator changed the curriculum to meet the new goals and objectives. After this process was completed, the coordinator filled in the course templates and forwarded them for approval. The program has been examined for academic rigor and consistency of the goals to the program and School's mission. Every course was scrutinized for its relationship to the program's goals. Courses were also examined for consistency and accuracy of title, numbering, audience, and subsidy level before submission for review by the college.

Attached is the program being proposed by the School of PAES and the courses needed by the Family and Consumer Education Minor.

I am recommending approval of these courses and this program.

If you have any questions or need more information, please contact me. I am at your service.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe E. Wheaton", enclosed in a rectangular box.

Joe E. Wheaton, Ph.D.  
Interim Director  
School of Physical Activity and Educational Services



Family and Consumer Sciences Education Minor  
Quarter to Semester Conversion

1. Name of program: Family and Consumer Sciences Education Minor
2. Degree title:
3. Responsible Academic Unit: PAES/EHE
4. Program Type (select from list):
  - a) *Undergraduate bachelor's minor*
5. Select the appropriate semester conversion designation:
  - a) *Converted with minimal changes to program goals and/or curricular requirements (e.g., name changes, changes in electives and/or prerequisites, minimal changes in overall structure of program, minimal or no changes in program goals or content)*
6. List program learning goals (recommend list of 3 to 10 goals):

Family and Consumer Science Education Minor

1. *Examine the complex roles of teaching Family and Consumer Sciences in secondary programs.*
2. *Survey family and consumer sciences content in human ecology.*
3. *Develop pedagogical skills of teaching family and consumer sciences.*

7. List the semester courses (department, title, credit hours) that constitute the requirements and other components of the program:

Semester Course	Quarter Course
• Please see advising sheet for course titles	
EDU PAES 2189.4 (3)	FCS ED 742 (2)
EDU PAES 5741 (3)	FCS ED 741 (3)
EDU TL 5442 (3)	EDU TL 642 (3)
EDU PL 2309 (3)	EDU PL 309.07 (5)
EDU PAES 5650 (3)	EDU PAES 650 (3)
EDU PAES 5622 (3)	EDU PAES 671 (4)
HUMN NTR 5691	New
HUMN NTR 2310 (3)	HUMN NTR 310 (5)
HDFS 2200 (3)	HDFS 360 (5)
HDFS 2400 (3)	HDFS 364 (5)
CSCFMFNS 2260 (3)	CSCFMFNS 260 (5)

8. Append a current (quarter-based) and proposed (semester based) curriculum advising sheet for the program, formatted to meet the unit's standards.

APPENDED

9. Provide rationale for any proposed program changes (either significant or minimal) and a description of how the changes will benefit the students and enhance program quality. Include date of last significant program revision. [Word Limit: 750 words]

FCS ED: The last significant change in the FCS ED minor was 2003. The Family and Consumer Sciences Education Minor semester program has a few course changes: The two required course in the unit have remained the same. One course was dropped as a restricted elective in the Schools and Education section of the minor. The Human Ecology content restricted elective courses have been reduced so that the lowest level of content course are available to choose from, making sure students in the minor do not need to be concerned about pre-requisites.

For semesters, the minimum grade per course and cumulative point hour ration guidelines will also change. In order to be consistent with the requirements of the Family and Consumer Sciences Education major, students pursuing the minor should have at least a cumulative GPA of 2.75. In addition, courses that count toward completion of the minor should have a grade of B- or better.

The Ohio State University  
College of Education and Human Ecology  
College of Arts and Sciences  
SEMESTER

Family and Consumer Sciences Education Minor (FCSED-MN)

School of Physical Activity and Educational Services  
(PAES)

Office of Student & Alumni Services

A100 PE Bldg. 305 W. 17<sup>th</sup> Ave

Columbus, OH 43210-1224

614-292-6787; <http://ehe.osu.edu/paes>

The family and consumer sciences education minor is designed to provide foundational knowledge about family and consumer sciences education within the school and community and to offer essential courses for the post-baccalaureate family and consumer sciences education licensure program. Courses for the minor are prerequisites for the FCS teacher licensure (post-baccalaureate/fifth year FCS teacher preparation) program.

Students choosing to minor in Family and Consumer Sciences Education may wish to explore FCS Education as a possible career choice in schools or Cooperative Extension. Or they may be interested in studying current issues within the larger social context of the family, education, culture, and society and/or learning more about schools and schooling in today's society.

The minor in family and consumer science education consists of 14-15 credit hours. A minimum of 6 hours must be at the 3000 level or above. After an advisor in the PAES Office of Student & Alumni Services has approved your Minor Program Form, you should file the form with your college or school counselor. For further information about the minor program, contact the school.

**FCS Education Career Exploration in Educational Settings (6 credit hours)**

*Required:*

EDU PAES 2189.4 Introductory Professional Development in Family and Consumer Sciences Education (3)

EDU PAES 5741 Culturally Responsive Teaching in FCS (3)

**Context for Family and Education (3 credit hours)**

*Required:*

*Choose at least one of the following:*

ED T&L 5442 Teaching & Reading Across the Curriculum (3)

EDU P&L 2309 Psychological Perspectives on Education (3)

EDU PAES 5650 Introduction to Exceptional Children (3)

EDU PAES 5622 Introduction to Software Applications for Teachers and Trainers (3)

**Family and Consumer Sciences Curriculum (5-6 credit hours)**

*Choose at least two of the following courses, each from a different specialization (HDFS, HUM NUTR, and CSCFMFNS):*

HUMN NTR 5691 Toward Just, Healthy, Secure Choices (2)

HUMN NTR 2310 Fundamentals in Nutrition (3)

HDFS 2200 Family Development (3)

HDFS 2400 Life Span Human Development (3)

CSCFMFNS 2260 Family Financial Management (3)

**Family and Consumer Sciences minor program guidelines**

The following guidelines govern this minor.

Required for graduation No

Credit hours required A minimum of 14

Transfer credit hours allowed A maximum of 6

Overlap with the GE Permitted

Overlap with the major

- The minor must be in a different subject than the major.

Overlap between minors Each minor completed must contain 12 unique hours.

Grades required

- Minimum B- for a course to be listed on the minor.
- Minimum 2.75 cumulative point-hour ratio required for the minor.
- Course work graded Pass/Non-Pass cannot count on the minor.

Approval required The minor program description sheet indicates if the minor course work must be approved by:

- The academic unit offering the minor

Filing the minor program form The minor program form must be filed at least by the time the graduation application is submitted to a college or school counselor.

Changing the minor Once the minor program is filed in the college office, any changes must be approved by:

- The academic unit offering the minor

College of Arts and Sciences

Curriculum and Assessment Services

154 Denney Hall, 164 W. 17<sup>th</sup> Ave.

<http://artsandsciences.osu.edu>

**The Ohio State University**  
**College of Education and Human Ecology**  
**Approved by the College of Arts and Sciences**

**Family and Consumer Sciences Education Minor (FCSED-MN)**

School of Physical Activity and Educational Services  
(PAES)

Office of Student & Alumni Services  
A100 PE Bldg, 305 W. 17<sup>th</sup> Ave  
Columbus, OH 43210-1224  
614-292-6787; <http://ehe.osu.edu/paes>

The family and consumer sciences education minor is designed to provide foundational knowledge about family and consumer sciences education within the school and community and to offer essential courses for the post-baccalaureate family and consumer sciences education licensure program. Courses for the minor are prerequisites for the FCS teacher licensure (post-baccalaureate/fifth year FCS teacher preparation) program.

Students choosing to minor in Family and Consumer Sciences Education may wish to explore FCS Education as a possible career choice in schools or Cooperative Extension. Or they may be interested in studying current issues within the larger social context of the family, education, culture, and society and/or learning more about schools and schooling in today's society.

The minor in human development and family science consists of 20 credit hours. After an advisor in the PAES Office of Student & Alumni Services has approved your Minor Program Form, you should file the form with your college or school counselor. For further information about the minor program, contact the school.

**FCS Education Career Exploration in Educational Settings (2 credit hours)**

*Required:*

FCS ED 289 Introductory Professional Development in Family and Consumer Sciences Education (2)

**Context for the Family and Education (6-8 credit hours)**

*Required:*

FCS ED 742 Culturally Sensitive Teaching (3)

*Choose at least one of the following:*

ED P&L 413 Legal Issues in Education (5)  
 ED P&L 650.02 History of Modern Education (3)  
     OR ED P&L 650.03 Applied Ethics for Teachers (3)  
 ED T&L 642 Fundamentals of Secondary Reading Instruction (3)  
 ED T&L 671 Fundamentals of Computer Applications in Education and Training (4)  
 ED PAES 669 Teaching Students with Disabilities in Inclusive Settings (3)

**Family and Consumer Sciences Curriculum (10-12 credit hours)**

*Choose at least three of the following courses, each from a different specialization (HDFS, HUM NUTR, FM RES MGT, and/or TXT CLO):*

HDFS 364 Life span Human Development (4)  
 HDFS 360 Family Development (5)

HDFS 665 Parenting (3)  
 HU NUTR 210 Science of Human Nutrition (5)  
 OR HU NUTR 310 Fundamentals of Human Nutrition (5)  
 HU NUTR 314 Fundamentals of Food (5)  
 FM RES MGT 243 Consumer Problems (3)  
 FM RES MGT 260 Family Resource Management (5)  
 TXT CLO 32 Appearance, Dress and Cultural Diversity (5)

**Family and Consumer Sciences minor program guidelines**

The following guidelines govern this minor.

Required for graduation No

Credit hours required A minimum of 20

Transfer credit hours allowed A maximum of 10

Overlap with the GEC Permitted

Overlap with the major

- The minor must be in a different subject than the major.
- Courses specified on the major that are also a part of an established minor can be counted toward both the major and the minor when there are a minimum of 50 credit hours of courses toward the major that are not a part of the minor.

Overlap between minors Each minor completed must contain 20 unique hours.

100-level course: For every five credit hours of 100-level course work on the minor, the minimum total required for the minor is increased by five.

Grades required

- Minimum C- for a course to be listed on the minor.
- Minimum 2.00 cumulative point-hour ratio required for the minor.
- Course work graded Pass/Non-Pass cannot count on the minor.

Approval required The minor program description sheet indicates if the minor course work must be approved by:

- The academic unit offering the minor

Filing the minor program form The minor program form must be filed at least by the time the graduation application is submitted to a college or school counselor.

Changing the minor Once the minor program is filed in the college office, any changes must be approved by:

- The academic unit offering the minor

College of Arts and Sciences  
 Curriculum and Assessment Services  
 154 Denney Hall, 164 W. 17<sup>th</sup> Ave.  
<http://artsandsciences.osu.edu>  
 AL10/03/08  
 KDH 9/3/09  
 Update 8/26/10 DH

**Transition Policy for the Family and Consumer Sciences Education Minor (Revised June 6, 2011)**

There are a few changes the minor, but these changes will not negatively affect students. More courses are available to students in the quarter version of the minor than there will be in semesters. However, if a student completes a course listed as an option on the quarter advising sheet and does not complete the minor and graduate before the transition to semesters, he or she will be permitted to use the old quarter course in semesters in order to finish. All other courses in the minor are a one-to-one transfer from quarters to semesters, and courses completed in quarters will be applied as such.

Students in the Family and Consumer Sciences Education minor who began their degree under the quarter system and must transition to the semester system before graduation will not be delayed nor disrupted toward progress toward their degree. The following policies may be used by advisors when working with students to assure their progress toward degree:

- a. Allow students to move from their original quarter advising sheet to the new semester advising sheet if advantageous
- b. Waive pre-requisites for newly formed semester courses when possible
- c. For courses that have minimal changes and have gone from 5 quarter hours to 3 semester hours an automatic transfer of credits may be used

An example of how a student might transition from a minor started in the quarter system to completing a minor in the semester system:

Year/Qtr/Sem	Courses	Required or "choose "	Qtr Crdts	Sem Crdts
AU Quarter System	FCS ED 289	R	2	2
WI Quarter System	FCS ED 742	R	3	2
SP Quarter System	EDU PL 413	C	5	3
AU Semester System	HDFS 2200	C		3
SP Semester System	HUMN NTR 2310	C		3
				14