To: CEP
From: Jim Epstein, Chair Department of History, Vanderbilt University
Re: Catalog revisions
Date: February 21, 2012

The department has approved, by vote of 24 (Yes) and 0 (No) minor changes to the catalog entry for the capstone course Option 4. The change is intended to clarify capstone credit for a student who drops out of—or is dropped from—the Honors program. The department seeks the change because the current language is ambiguous and has caused confusion among students. The catalog description of 298a (and 298b) says it “fulfills the requirement of 295,” our capstone course, and that the student must also “register for 299.” This does not account, however, for students who complete 298a and do not go further, leaving them effectively without capstone credit, for which the honors program was intended as an alternative.

Current 2011-2012 Undergraduate Catalog:
3. Capstone course (3-6)
Option 4: 298a–298b, Senior Honors Seminar (6 hours).
Limited to seniors in the History Honors Program; prerequisite: HIST 297.

Proposed wording for 2012-2013 Undergraduate Catalog:
3. Capstone course (3-6)
Option 4: 298a–298b, Senior Honors Seminar (6 hours). Limited to seniors in the History Honors Program. Note: at the discretion of the Director of Honors and the Director of Undergraduate Studies, a student who has taken 298a but does not take 298b may be considered to have fulfilled the capstone requirement for the major.

The department has a provision for letting students into the Honors Program for those juniors that go abroad second semester and that is why “prerequisite for HIST 297” has been deleted.

The changes will not affect staffing, space or facilities. They will not entail new costs or need a leadership structure or director. They are intended to clarify what has been a source of confusion to students.

New course paperwork is attached for HIST 298a, 298b, 299. Below, are the changes in wording for each of these courses that are part of the honors sequence.

HISTORY 298a
Senior Honors Research Seminar. Presentation and discussion of drafts and chapters of honors theses in progress. Open only to senior departmental honors students. Participants must also register for History 299 in spring. Fulfills the requirement of 295 for majors. To complete the requirements for the honors program, participants must also register for both History 298b and History 299 in the spring. A
student who leaves the honors program after the fall semester will receive credit and a
grade for History 298a but will not receive departmental honors at graduation. [3]
(No AXLE credit)

HISTORY 298b
Senior Honors Research Seminar. Presentation and discussion of drafts and chapters of
honors theses in progress. Open only to senior departmental honors students. Participants
must also register for History 299 in spring. Fulfills the requirement of 295 for majors.
Prerequisite: History 298a. Must be taken concurrently with History 299. [3] (No AXLE
credit)

HISTORY 299
HIST 299. Senior Honors Thesis. Readings of monographs, primary source research, and
writing an honors thesis under the supervision of the thesis adviser. Open only to seniors in
the departmental honors program who have completed 297. Participants in 299 must
also register for 298b. Writing an honors thesis under the supervision of the thesis adviser
and the Director of Honors. Open only to seniors in the departmental honors program.
Prerequisite: History 298a. Must be taken concurrently with History 298b.
[3] (No AXLE credit)
REQUEST FOR COURSE CHANGES, ADDITIONS, OR DELETIONS

ARTS & SCIENCE CURRICULUM COMMITTEE

Subject: History (HIST)  
Course Number: 298a

Catalog Title: Senior Honors Research Seminar

Course title as it should appear in YES and on Student Transcripts (24 Characters)  
Senior Honors Seminar

Instructor: various staff members  
First Semester Offered: Undecided

Signature of Department Chair/Program Director:  
Date Signed: 2/21/12

(Check one or both): Undergraduate Credit: X  Graduate Credit: □

(Check only one): New Course: □  Change in Course Title, Number, or Description: □  Course Deletion: □

(Titles and descriptions MUST BE TYPED)

For a change in course description or deletion of a course, provide the most recent catalog description:

HIST 298a. Senior Honors Research Seminar. Presentation and discussion of drafts and chapters of honors theses in progress. Open only to senior departmental honors students. Participants must also register for History 299 in spring. Fulfills the requirement of 295 for majors. [3] (No AXLE credit)

For a new course or a change in description of an existing course, provide the proposed description, including the number of credit hours and any prerequisites. Please refer to the document titled Requirements for Titles and Descriptions which follows this form.

HIST 298a. Senior Honors Research Seminar. Senior Honors Research Seminar. Presentation and discussion of drafts and chapters of honors theses in progress. Open only to senior departmental honors students. To complete the requirements for the honors program, participants must also register for both History 298b and History 299 in the spring. A student who leaves the honors program after the fall semester will receive credit and a grade for History 298a but will not receive departmental honors at graduation. [3] (No AXLE credit)

Give reasons for the proposed change, addition, or deletion.

To clarify what happens to a student who does not complete the program.
1) What semester will the course generally be offered each year, or will it be alternating?  

Fall

2) What is the enrollment limit for this course?  

15

3) If this request is for a new course, please explain how the department or program plans to staff it.  

Various staff members rotating being Director of the Honors Program.

4) Will this course serve as repeat credit or no credit for another course? If so, a note to this effect should be added to the course description. Please see pp. 81-82 of the 2010/2011 Undergraduate Catalog for rules for Repeat Credit and No Credit.  

No.

5) Is another course being deleted for this course? If so, what course will be deleted? (If a revised course does not serve as repeat credit for the old version, then the old course must be deleted and the new version should be given a new course number.)  

No.

6a) In which AXLE category should the proposed course be placed? (A course can only have one category.)  

(No AXLE Credit)  

6b) Satisfies Foreign Language in AXLE:  

6c) Satisfies Lab Requirement in AXLE:  

7) If the course is a 200-level, undergraduate course proposed for graduate credit, specify the additional assignments required of graduate students.  

N/A

8) Check the box if this course should NOT be offered on a Pass/Fail basis. Describe below the group activities, class discussions, or other activities that qualify the course for this exemption per faculty legislation.  


9) If the proposed course is a First-Year Writing Seminar, does it meet all the requirements outlined in the attached document, entitled "Syllabus Requirements for AXLE Writing Courses?" Please explain.  

N/A

Copies of this form can be downloaded from http://www.vanderbilt.edu/cas/overview/faculty/  

Send the completed form and syllabus to Michael Muiise in the Arts and Science Dean’s office in Kirkland Hall 311.
REQUEST FOR COURSE CHANGES, ADDITIONS, OR DELETIONS

ARTS & SCIENCE CURRICULUM COMMITTEE

Subject: History (HIST)    Course Number: 298b

Catalog Title: Senior Honors Research Seminar

Course title as it should appear in YES and on Student Transcripts (24 Characters)  Senior Honors Seminar

Instructor: various staff members  First Semester Offered: Undecided

Signature of Department Chair/Program Director: [Signature]  Date Signed: 2/24/12

(Check one or both): Undergraduate Credit: X  Graduate Credit: □

(Check only one): New Course: □  Change in Course Title, Number, or Description: X  Course Deletion: □

(Titles and descriptions MUST BE TYPED)
For a change in course description or deletion of a course, provide the most recent catalog description:

HIST 298b. Senior Honors Research Seminar. Presentation and discussion of drafts and chapters of honors theses in progress. Open only to senior departmental honors students. Participants must also register for History 299 in spring. Fulfills the requirement of 295 for majors. [3] (No AXLE credit)

For a new course or a change in description of an existing course, provide the proposed description, including the number of credit hours and any prerequisites. Please refer to the document titled Requirements for Titles and Descriptions which follows this form.

HIST 298b. Senior Honors Research Seminar. Senior Honors Research Seminar. Presentation and discussion of drafts and chapters of honors theses in progress. Open only to senior departmental honors students. Prerequisite: History 298a. Must be taken concurrently with History 299. [3] (No AXLE credit)

Give reasons for the proposed change, addition, or deletion.

To clarify the three-class sequence for the Senior Honors Research Seminar.
1) What semester will the course generally be offered each year, or will it be alternating? Spring

2) What is the enrollment limit for this course? 15

3) If this request is for a new course, please explain how the department or program plans to staff it.

Various staff members rotating being Director of the Honors Program.

4) Will this course serve as repeat credit or no credit for another course? If so, a note to this effect should be added to the course description. Please see pp. 81-82 of the 2010/2011 Undergraduate Catalog for rules for Repeat Credit and No Credit.

No.

5) Is another course being deleted for this course? If so, what course will be deleted? (If a revised course does not serve as repeat credit for the old version, then the old course must be deleted and the new version should be given a new course number.)

No.

6a) In which AXLE category should the proposed course be placed? (A course can only have one category.)

(No AXLE Credit)

6b) Satisfies Foreign Language in AXLE: □

6c) Satisfies Lab Requirement in AXLE: □

7) If the course is a 200-level, undergraduate course proposed for graduate credit, specify the additional assignments required of graduate students.

N/A

8) Check the box if this course should NOT be offered on a Pass/Fail basis. Describe below the group activities, class discussions, or other activities that qualify the course for this exemption per faculty legislation.

N/A

9) If the proposed course is a First-Year Writing Seminar, does it meet all the requirements outlined in the attached document, entitled "Syllabus Requirements for AXLE Writing Courses?" Please explain.

N/A

Copies of this form can be downloaded from http://www.vanderbilt.edu/cas/overview/faculty/

Send the completed form and syllabus to Michael Muise in the Arts and Science Dean's office in Kirkland Hall 311.

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REQUEST FOR COURSE CHANGES, ADDITIONS, OR DELETIONS
ARTS & SCIENCE CURRICULUM COMMITTEE

Subject: History (HIST)  Course Number: 299

Catalog Title: Senior Honors Thesis

Course title as it should appear in YES and on Student Transcripts (24 Characters) Senior Honors Thesis

Instructor: various staff members  First Semester Offered: Undecided

Signature of Department Chair/Program Director:  

Date Signed: 2/21/12

(Check one or both): Undergraduate Credit: ☒  Graduate Credit: ☐

(Check only one): New Course: ☐  Change in Course Title, Number, or Description: ☒  Course Deletion: ☐

(Titles and descriptions MUST BE TYPED)
For a change in course description or deletion of a course, provide the most recent catalog description:

HIST 299. Senior Honors Thesis. HIST 299. Senior Honors Thesis. Readings of monographs, primary source research, and writing an honors thesis under the supervision of the thesis adviser. Open only to seniors in the departmental honors program who have completed 297. Participants in 299 must also register for 298b.

[3] (No AXLE credit)

For a new course or a change in description of an existing course, provide the proposed description, including the number of credit hours and any prerequisites. Please refer to the document titled Requirements for Titles and Descriptions which follows this form.

HIST 299. Senior Honors Thesis. Writing an honors thesis under the supervision of the thesis adviser and the Director of Honors. Open only to seniors in the departmental honors program. Prerequisite: History 298a. Must be taken concurrently with History 298b.

[3] (No AXLE credit)

Give reasons for the proposed change, addition, or deletion.

To clarify the three-class sequence for the Senior Honors Research Seminar and Thesis class.
1) What semester will the course generally be offered each year, or will it be alternating?  
   Spring

2) What is the enrollment limit for this course?  
   15

3) If this request is for a new course, please explain how the department or program plans to staff it.
   Various staff members rotating being Director of the Honors Program.

4) Will this course serve as repeat credit or no credit for another course? If so, a note to this effect should be added to the course description. Please see pp. 81-82 of the 2010/2011 Undergraduate Catalog for rules for Repeat Credit and No Credit.
   No.

5) Is another course being deleted for this course? If so, what course will be deleted? (If a revised course does not serve as repeat credit for the old version, then the old course must be deleted and the new version should be given a new course number.)
   No.

6a) In which AXLE category should the proposed course be placed? (A course can only have one category.)
   (No AXLE Credit)
   6b) Satisfies Foreign Language in AXLE:  
   6c) Satisfies Lab Requirement in AXLE:  

7) If the course is a 200-level, undergraduate course proposed for graduate credit, specify the additional assignments required of graduate students.
   N/A

8) Check the box if this course should NOT be offered on a Pass/Fail basis. Describe below the group activities, class discussions, or other activities that qualify the course for this exemption per faculty legislation.

9) If the proposed course is a First-Year Writing Seminar, does it meet all the requirements outlined in the attached document, entitled "Syllabus Requirements for AXLE Writing Courses?" Please explain.
   N/A

Copies of this form can be downloaded from http://www.vanderbilt.edu/cas/overview/faculty/
Send the completed form and syllabus to Michael Muise in the Arts and Science Dean's office in Kirkland Hall 311.

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Revised August 2010
Dear Jonathan and Timothy,

Here is one more proposal approved by CEP at the Feb. 24 meeting. The vote was 3 in favor, 0 opposed, 0 abstaining.

Thank you,
Leonard Folgarait
Professor of History of Art
Vanderbilt University
Box 0274 GPC
230 Appleton Place
Nashville, TN 37203