REQUEST FOR A COURSE CHANGE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Number</th>
<th>Course Title (maximum of 30 spaces)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing:</td>
<td>3313</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>Proposed:</td>
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<td></td>
</tr>
</tbody>
</table>

Remember when abbreviating titles, this is how they will appear on student transcripts and schedules.

Proposed Title: (full course title if longer than 30 characters)

Proposed change(s) to this course: Mark all that apply.

- Credit Hour
- Level
- Title
- Description
- Prerequisite
- X Enrollment Restriction
- Other: ____________________________________________

- CIP Code
  If changing, what is the new code? ________________________

For more information regarding CIP codes contact your department chair or visit: http://www.uco.edu/academic-affairs/ir/program_inventory.asp.

Course description:

- As it appears in the current catalog. (required)

Existing: ____________________________

As it will appear in the next catalog or indicate no change. (Please use standard American English including full sentences.)

Course descriptions only. Do not include prerequisites or enrollment restrictions, these should be added under questions 9-15.

Proposed: ____________________________

Department submitting the proposal

Abbie Lambert alambert@uco.edu 2822

Person to contact with questions email address Ext. number

Approved by:

Department Chairperson Date

College Curriculum Committee Chair Date
(Please notify department chair when proposal is forwarded to dean.)

College Dean Date
(Please notify department chair when proposal is forwarded to AA.)

Academic Affairs Curriculum or Graduate Council Date

JCGS Dean (for Graduate Proposals) Date

Office of Academic Affairs Date

Effective Term (assigned by AA)
1. Does this course have an undergraduate / graduate counterpart?  
   ___ Yes  \_ X No

2. Is this proposal part of a larger submission package including a program change?  
   X Yes  ___ No

3. Does this course affect a teacher preparation program? (All courses required for any teacher preparation program must have approval from the Council on Teacher Education (CTE) before approval from AACC or Graduate Council.)  
   ___ Yes  \_ X No  If yes, send copy of proposal to the Education Curriculum Committee Chair, Dr. Darla Fent
   CTE Approval (Stamp or initial) __________________

4. Is this course currently listed in the University Core?  
   ___ Yes  \_ X No  If you wish this course be listed in the University Core, submit University Core course proposal.

5. Is this course a prerequisite for any other course(s)?  
   \_ X Yes  ___ No  If this change affects the prerequisite, complete course change proposal to delete or change prerequisite.

6. Is this course a requirement in any major or minor?  
   \_ X Yes  ___ No  If this change impacts the requirement of any major or minor, complete program change proposal.

7. Does this course affect majors or minors outside the department?  
   \_ X Yes  ___ No  If yes, provide name(s) of department chair(s) contacted, the dates, and the results of the discussion.
   Outdoor and Community Recreation to Kinesiology

8. List all majors or minors which include this changed course as a requirement or elective.  
   (list major or minor by title not major code)
   Management, Management - Human Resource Management, Management - PGA Golf Management, and Outdoor and Community Recreation to Kinesiology

9. Prerequisite courses:  
   Will the prerequisite courses change?  \_ X Yes  ___ No  If yes, fill out below, if no leave blank.
   NOTE: Adding a “new course” as a prerequisite to an existing course will likely cause enrollment problems.
   As listed at the end of the course description in the current catalog.  (Required)
   Existing:  MGMT 3103 Principles of Management
   Proposed:  None (classification requirement added: Junior level standing or above)
   Example 1:  MATH 1213 and (MATH 2165 or MATH 2185) and CHEM 1213  
   Example 2:  (ACCT 2113 and 2213) and (MGMT 3013 or 3613)  
   Example 3:  8 hours of biology including BIO 1404

10. Co-requisite(s): Prerequisite courses that may be taken in the same semester.  
    Will the co-requisite(s) change?  ___ Yes  \_ X No  If yes, fill out below, if no leave blank.
    As listed at the end of the course description in the current catalog.  (Required)
    Existing:  
    Proposed:  

11. Concurrent enrollment: Courses that must be taken the same semester.  Example: lab courses.  
    Will the concurrent enrollment change?  ___ Yes  \_ X No  If yes, fill out below, if no leave blank.
    As listed at the end of the course description in the current catalog.  (Required)
    Existing:  
    Proposed:  

12. Does this course currently have enrollment restrictions?  
   [ ] Yes  [X] No  
   If adding or changing enrollment restrictions answer questions 13-15. If not changing or add enrollment restrictions leave questions 13-15 blank.

13. Specify which major(s) may or may not take this course.  
   Will the major(s) restriction change?  [ ] Yes  [X] No  
   If yes, fill out below, if no leave blank.

   Specifying a major, excludes all other majors from enrolling.

   **Existing** (as appears in current catalog)
   
   Check one:
   - May ______
   - May not ______

   Major Code: ____________

   **Proposed** (if changing)
   
   Check one:
   - May ______
   - May not ______

   Major Code: ____________

14. Which of the following student classification(s) may enroll in this course?  
   Will the classification restriction change?  [X] Yes  [ ] No  
   If yes, fill out below, if no leave blank.

   **Existing** (as appears in current catalog)
   
   Check all that apply:
   - Graduate (2) 19 + hours ______
   - Graduate (1) 0-18 hours ______
   - Post Baccalaureate ______
   - Senior ______
   - Junior ______
   - Sophomore ______
   - Freshman ______

   **Proposed** (if changing)
   
   Check all that apply:
   - Graduate (2) 19 + hours ______
   - Graduate (1) 0-18 hours ______
   - Post Baccalaureate X
   - Senior X
   - Junior X
   - Sophomore ______
   - Freshman ______

15. Specify other restrictions for this course, if any.  
   Will other restrictions change?  [ ] Yes  [X] No  
   If yes, fill out below, if no leave blank.

   **Existing** (as appears in current catalog) ______

   **Proposed** (if changing) ______

   Admission to Graduate Programs ______
   Admission to Nursing Program ______
   Admission to Teacher Education ______
   Other: ______

16. Course objectives for this course: (Please refer to instructional objectives documents at: https://spaces.uco.edu/display/aaccproposals/UCO+AACC-main+page#UCOAACC-mainpage-faq-helpful-hints.)

   If previously approved objectives will be used without any changes, check here [ ]

   As they appear in the course syllabus.

   **Existing:**

   [ ]

   [ ]

   [ ]

   [ ]

   As they will appear in the updated syllabus.

   **Proposed:**

   [ ]

   [ ]

   [ ]

   [ ]

17. Please provide a concise, yet comprehensive, statement that explains the specific reasons for requesting the change(s). Include any documentation or assessment information available supporting this specific request.

   We are requesting the removal of the MGMT 3313 Human Resource Management course prerequisite. MGMT 3103 Principles of Management is not essential to understand and successfully complete the Human Resource Management course. We would like to replace
the prerequisite with a junior or above level classification. The course can be completed by students earlier in their degrees because it is an introductory course covering foundational information. Additionally, we have had multiple students say they would have majored in HR if they would have been exposed to it earlier. A junior level standing would keep the course consistent with the other management courses we offer. Also, it would still require more previous coursework than the current introductory courses in Marketing, ISOM, and Accounting.

18. Clearly explain how the characteristics of this course meet or exceed those outlined in Course Level Characteristics. Complete this question only if requesting a course level change. (Copy and paste table from “Course Level Characteristics” document for the appropriate course level of proposed course. Document may be found on: https://spaces.uco.edu/display/aaccproposals/UCO+AACC-main+page#UCOACC-mainpage-faq-helpful-hints).