



1. Does this course have an undergraduate / graduate counterpart?

Yes  No

2. Is this proposal part of a larger submission package including a program change?

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 AACCC or Graduate Council.)

Yes  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  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)?

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?

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?

Yes  No If **yes**, provide name(s) of department chair(s) contacted, the dates, and the results of the discussion.

This course is part of the MBA program. Dr. Holly Osburn was contacted 8/17/2020 to provide any comments. She had no objections.

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)

**Business Administration - Master of Business Administration; Business Administration - Professional Master of Business Administration; Business Administration - Healthcare, M.B.A.**

9. Prerequisite courses:

Will the prerequisite courses change?  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: \_\_\_\_\_

Proposed: \_\_\_\_\_

Example 1: MATH 1213 and (MATH 2165 or MATH 2185) and CHEM 1213

Example 3: 8 hours of biology including BIO 1404

Example 2: (ACCT 2113 and 2213) and (MGMT 3013 or 3613)

10. Co-requisite(s): Prerequisite courses that may be taken in the same semester.

Will the co-requisite(s) change?  Yes  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  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  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  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?  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 \_\_\_\_\_  
Senior \_\_\_\_\_  
Junior \_\_\_\_\_  
Sophomore \_\_\_\_\_  
Freshman \_\_\_\_\_

15. Specify other restrictions for this course, if any.

Will other restrictions change?  Yes  No If yes, fill out below, if no leave blank.

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

Admission to Graduate Programs \_\_\_\_\_  
Admission to Nursing Program \_\_\_\_\_  
Admission to Teacher Education \_\_\_\_\_  
Other: \_\_\_\_\_

**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.

The proposed name change is to reflect changes in industry terminology.

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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#UCOAACC-mainpage-faq-helpful-hints> .
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