Course Change Request

Check Appropriate Boxes: Undergraduate credit □ Graduate credit □ Professional credit □

1. School/Division: College of Arts & Sciences
2. Academic Subject Code: ENG
3. Current Course Number: N364
4. Current Credit Hours: 3
5. Current Title: Publications Management
6. Effective Semester/Year for changes listed below: Fall 2009
7. Instructor:

Type of Change Requested (Check appropriate boxes and indicate changes)

□ 8. Change course number to: _____________________________ (must be cleared with University Enrollment Services)


Change to:

Recommended abbreviation (optional)

□ 10. Current credit hours fixed at: _____________________________ or variable from: _____________________________ to

Change to credit hours fixed at: _____________________________ or variable from: _____________________________ to

□ 11. Current lecture contact hours fixed at: _____________________________ or variable from: _____________________________ to

Change to lecture contact hours fixed at: _____________________________ or variable from: _____________________________ to

□ 12. Current non-lecture contact hours fixed at: _____________________________ or variable from: _____________________________ to

Change to non-lecture contact hours fixed at: _____________________________ or variable from: _____________________________ to

□ 13. Is this course currently graded with S-F (only) grades? Yes □ No □

Change to S-F (only) grading? Yes □ No □

□ 14. Does this course presently have variable title approval? Yes □ No □

Is variable title approval being requested? Yes □ No □

□ 15. Is this course being discontinued? For all campuses □ or for this campus only □

□ 16. Current course description: Examines the writing process from the perspective of the manager who supervises the writing of texts that become products: books, newsletters, websites, etc. It explores the document production process, focusing on design, desktop publishing, web publishing, and the stages of writing project management.

Change course description to (not to exceed 50 words) Examines the writing process from the perspective of the manager who supervises the writing of texts that become products: books, newsletters, websites, etc. It explores the document production process, focusing on design, desktop publishing, web publishing, and the stages of writing project management. P: ENG L202, W233, or equivalent

17. Justification for change: Eng. writing courses 300-level or up req. completion of 2nd year writing course

18. Are the necessary reading materials currently available in the appropriate library? Yes □ No □

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of this course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: _____________________________ Date: ____________

Department Chairman/Division Director

Approved by: _____________________________ Date: ____________

Chancellor/Vice-President

Dean of Graduate School (when required)

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 725 University Enrollment Services Final-White; Chancellor/Vice-President-Blue; School/Division-Yellow; Department/Division-Pink; University Enrollment Services Advance-White