Course Change Request

Indiana University

Check Appropriate Boxes: Undergraduate credit [ ] Graduate credit [ ] Professional credit [ ]

1. School/Division: Dooler School of Business

2. Academic Subject Code: BUS

3. Current Course Number: J100

4. Current Credit Hours: 1

5. Current Title: Introduction to College and Business Careers

6. Effective Semester/Year for changes listed below: Fall 2009

7. Instructor: Susan Byers

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

[ ] 8. Change course number to: __________________________ (must be cleared with University Enrollment Services)

[ ] 9. Current course title: Introduction to College and Business Careers

Change to:

Recommended abbreviation (optional) __________________________ (Limited to 32 Characters including spaces)

[ ] 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 nonlecture 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

__________________________________________________________

__________________________________________________________

Change course description to (not to exceed 50 words)

__________________________________________________________

__________________________________________________________

17. Justification for change:

[ ] would like to be able to give letter grades to hold students more accountable

[ ] (Use additional paper if necessary)

18. Are the necessary reading materials currently available in the appropriate library? [ ]

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:

[Signature]

Date: 5/19/09

Department Chairman/Division Director

[Signature]

Date: 5/20/09

Dean of Graduate School (when required)

[Signature]

Date: __________________________

Approved by:

[Signature]

Date: __________________________

Dean

[Signature]

Date: __________________________

Chancellor/Vice-President

[Signature]

Date: __________________________

University Enrollment Services

[Signature]

Date: __________________________

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

Reset