MEMORANDUM

TO: Undergraduate Curriculum Committee
FROM: Alexander R. Vamosi, Associate Dean COB
DATE: Monday, November 19, 2012
SUBJECT: New QEP Courses and Change in Graduation Requirements

The College of Business seeks approval to add two “Q" designated courses (EMG 4005/4006) to six B.A. business programs offered through Florida Tech Online. The two courses have been endorsed by the QEPIC Committee and will replace the existing research sequence (EMG 4000/4001/4002.) APAC has endorsed the communication assessments PLO’s, measures and targets associated with EMG 4006 (the new assessment course.) The syllabi for the new courses are attached and have been catalog approved by Liz Fox.

The following table outlines the changes in graduation requirements needed to keep total credit hours in each program unchanged; either restricted elective - business or free elective will be reduced by three credit hours.

<table>
<thead>
<tr>
<th>B.A. Program</th>
<th>Reduce Elective by 3 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting - 7610</td>
<td>Restricted Elective - Business</td>
</tr>
<tr>
<td>Bus. Admin – Accounting - 7600</td>
<td>Restricted Elective - Business</td>
</tr>
<tr>
<td>Bus. Admin – CIS - 7601</td>
<td>Restricted Elective - Business</td>
</tr>
<tr>
<td>Bus. Admin – Management - 7603</td>
<td>Free Elective</td>
</tr>
<tr>
<td>Bus. Admin – Marketing - 7604</td>
<td>Restricted Elective - Business</td>
</tr>
</tbody>
</table>
Good Afternoon:

My apologies for not getting this out to you sooner ... but the vote is in. If you include Dr. Baloga's and my vote ... the results are as follows:

* for: 7  
* against: 0  
* abstain (or no vote): 3.

So, the results reflect QEPIC's endorsement of your courses and plan for the College's online programs ... so please feel free to move ahead with UGCC.

Respectfully,

Dr. Tom Marcinkowski
Hello Alex,

The committee voted to endorse the communication assessment PLOs, measures and targets associated with the new assessment course. The vote was 11 endorse and 1 no-vote.

Please send the form for signature.

Monica

Monica H. Baloga, Ph.D.
Associate Vice President, Institutional Compliance and International Programs
Dean of Graduate Programs
Florida Institute of Technology
150 W. University Blvd.
Melbourne, FL 32901
(321) 674-7397

~ "Everyone wants to save the world, but no one wants to help mom with the dishes." ~P.J. O'Rourke
Florida Institute of Technology

ADDING A NEW COURSE TO THE CURRICULUM

This course is available for student registration only after the approval process has been completed.

SUBJECT E M G COURSE NO.*  4 0 0 5 CREDIT HOURS  3 TERM TO BE ADDED TO THE FILE  Fall 2013
(e.g., CSE) (e.g., 1301)

Justify level if 1000 level+ and no co- or prerequisites. Fourth-year standing restriction will be enforced by the system.

CLASS HOURS  45 LECTURE HOURS  45 LAB HOURS CONTACT HOURS (CEU ONLY)

DEPARTMENT Business
(e.g., Computer Sciences)

SCHEDULE TYPE Virtual Classroom (H)
(e.g., lecture, lab or Special Topics/Project)

☐ COLLEGE OF AERONAUTICS – 23
☐ COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS – 25
☐ NATHAN M. BISK COLLEGE OF BUSINESS – 24
☐ COLLEGE OF SCIENCE – 26
☐ COLLEGE OF ENGINEERING – 1
☐ EXTENDED STUDIES DIVISION / NATHAN M. BISK COLLEGE OF BUSINESS – 90

COMPUTER TITLE Restricted to 25 characters, including spaces Business Research Skills
Dual-Prefix, II-Level, Full-Load? Yes ☒ No

CATALOG TITLE Business Research Skills and Application

CATALOG DESCRIPTION OF COURSE Restricted to 350 characters, including spaces

Introduces business research methods and techniques for composing and formatting an industry analysis. Emphasizes written communication for the business discipline and how to use library and census databases. Requires synthesis of information from multiple sources and production of senior-level business analysis. First in a two-course sequence. (Q)

This description has been approved by the catalog office ________ 11/16/12
Catalog Director
Date

GRADES TO BE ISSUED
☒ A, B, C, D, F
☒ A, B, C, D, F, CEU/Audit
☒ CEU
☒ S, U
☒ F
☒ Other

ADDITIONAL RESTRICTION Requirement: Fourth-year standing in Florida Tech University Online.

If this course replaces a course currently offered in BANNER, please indicate old course information and the date/term the course may be removed from the system.

SUBJECT Alpha Prefix (e.g., CSE) COURSE NO. (e.g., 1301) TERM TO INACTIVATE

☐ Yes ☒ No Will this course be used to measure program-level student learning outcomes?
If yes, associate vice president for Institutional compliance signature required.**

APPROVALS: On completion of description and course number verification, affix appropriate signatures as indicated, and submit completed form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval.

Originator 11/16/12
Date

Chair, Graduate Council Date

Department Head/Program Chair 11/16/12
Date

Chair, Undergraduate Curriculum Committee Date

Dean or Associate Dean 11-19-13
Date

**Associate Vice President for Institutional Compliance Date

CATALOG DIRECTOR
These changes/additions have been made for the
University Catalog and entered into the BANNER term named above.

Catalog Director Date

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ROR-148-002
Florida Institute of Technology

ADDING A NEW COURSE TO THE CURRICULUM

This course is available for student registration only after the approval process has been completed.

SUBJECT E M G (e.g., CSE) COURSE NO.* 4006 CREDIT HOURS 3 TERM TO BE ADDED TO THE FILE Fall 2013 (e.g., Fall 2010)

*Justify level if 1000-level and no co- or prerequisites.

CLASS HOURS 45 LECTURE HOURS 45 LAB HOURS CONTACT HOURS (CEU ONLY)

DEPARTMENT Business SCHEDULE TYPE Virtual Classroom (H)

☐ COLLEGE OF AERONAUTICS - 23 ☐ COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS - 25
☒ NATHAN M. BISK COLLEGE OF BUSINESS - 24 ☐ COLLEGE OF SCIENCE - 26
☐ COLLEGE OF ENGINEERING - 1 ☐ EXTENDED STUDIES DIVISION / NATHAN M. BISK COLLEGE OF BUSINESS - 90

COMPUTER TITLE Restricted to 25 characters, including spaces Business Plan Research Dual-Flex, Bi-Level, Full-Load? ☐ Yes ☒ No

CATALOG TITLE Business Plan Research

CATALOG DESCRIPTION OF COURSE Restricted to 350 characters, including spaces

Focuses on applying business research methods learned in EMG 4005 to produce a new venture concept and actionable business plan as second in two-course sequence. Emphasizes critical thinking and business analysis tools (marketing, and operational, financial, organizational, and strategic analysis). Introduces business presentation techniques. (Q)

This description has been approved by the catalog office. 11/6/12

In addition, please attach a course syllabus and/or more detailed description.

RESTRICTIONS ☒ Prerequisite EMG 4005 ☐ Corequisite Course Number ☐ and or

☐ Prerequisite _______ Course Number ☐ Corequisite _______ Course Number ☐ and or

☐ Prerequisite _______ Course Number ☐ Corequisite _______ Course Number ☐ and or

☐ Prerequisite _______ Course Number ☐ Corequisite _______ Course Number ☐ and or

ADDITIONAL RESTRICTION ____________________________ (e.g., Major, Class Level, Department Head Approval)

If this course replaces a course currently offered in BANNER, please indicate old course information and the date/term the course may be removed from the system.

SUBJECT Alpha Prefix (e.g., CSE) COURSE NO. (e.g., 1301) TERM TO INACTIVATE

☑ Yes ☐ No Will this course be used to measure program-level student learning outcomes? If yes, associate vice president for institutional compliance signature required.**

APPROVALS: On completion of description and course number verification, affix appropriate signatures as indicated, and submit completed form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval.

Originate Date

Chair, Graduate Council Date

Department Head/Program Chair Date

Chair, Undergraduate Curriculum Committee Date

Dean or Associate Dean Date

**Associate Vice President for Institutional Compliance Date

CATALOG DIRECTOR

These changes/additions have been made for the University Catalog and entered into the BANNER term named above.

Catalog Director Date

REGISTRAR’S USE ONLY

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SCARES Operator Init. Date

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808-16-0012
Sample Syllabus for Online Course  
Business Research Skills and Application  
FLORIDA INSTITUTE OF TECHNOLOGY

EMG 4005 – Business Research Skills and Application

Instructor: TBD

<table>
<thead>
<tr>
<th>Office and Phone:</th>
<th>Office Hours:</th>
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<tr>
<td>TBD</td>
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<tr>
<td>E-mail: TBD</td>
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</tbody>
</table>

Overview
The main focus of this course is to provide students the opportunity to learn the research and writing skills needed to successfully complete an industry analysis. Students will learn how to use library resources and databases, evaluate sources, proper citation formatting, as well as the beginning steps of putting together an industry analysis. Objectives in this class include the implementation of research in an applied setting in the development of a framework for a business plan. Throughout the course students will receive intensive feedback on their writing skills as well as practices for improving and editing their writing.

Textbooks:
Academic Writing for Graduate Students: Essential Tasks and Skills John M. Swales & Christina Feak 3rd Edition  
(ISBN: 9780472034758)

Preparing Effective Business Plans: An Entrepreneurial Approach by Bruce R. Barringer  
(ISBN: 9780132318327)

Prerequisites:
- Senior Standing

Course Objectives:
Upon successful completion of this course, the student, in accordance with the grading standards will be able to:
- Learn standard business research techniques
- Gain familiarity using databases for industry and market analyses
- Enhance written communication skills
- Understand ethical and academically honest research
- How to evaluate and properly site electronic sources
- Collect data appropriate for industry and market analyses
- Be able to complete a well-crafted, factually driven, industry analysis
Competencies and Assessment Measures:

<table>
<thead>
<tr>
<th>Competency</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective writing</td>
<td>Written Assignments, Discussion Boards, &amp; Article Review</td>
</tr>
<tr>
<td>Understand research functionality</td>
<td>Research Exercises, Article Review &amp; Industry Analysis</td>
</tr>
<tr>
<td>Exposure to ethical issues and proper citation</td>
<td>Plagiarism Exercises</td>
</tr>
<tr>
<td>Business terminology</td>
<td>Article Review &amp; Industry Analysis</td>
</tr>
<tr>
<td>Objectively analyze business decisions</td>
<td>Industry Analysis</td>
</tr>
</tbody>
</table>

Grading:

Written Assignments (4 Weeks @ 7.5% Each) 30%
Discussion Boards (7 @ 2.15%) 15%
Article Review 25%
Industry Analysis 30%
Total: 100%

Grading Scale:

90-100 = A  
80-89 = B  
70-79 = C  
60-69 = D  
59 and Below = F

Academic Honesty:
Students are expected to do their own work and to give appropriate credit for the work of others by using the appropriate citation. Falsifying data, cheating, copying other’s work, and/or intentional misrepresentations of facts are serious breaches of ethics.

According to Florida Tech’s Student Handbook, “all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and plagiarism . . . are subject to disciplinary action up to and including suspension or expulsion from the university.”

Students who violate these rules of ethics will face disciplinary actions and a grade penalty. Students have the obligation to read the Student Handbook. Additionally, please review http://www.fit.edu/current/documents/plagiarism.pdf for clarification of plagiarism.

Written Assignments:
Written assignments are graded on the ability to follow directions, organization, clarity of issues/arguments, content, as well as on grammar, spelling, and punctuation. Papers should follow APA style and include full and proper citations. Refer to Evans Library website for assistance in proper APA formatting. Additionally, please insert page numbers in all assignments.
Industry Analysis Overview
The capstone assignment for this research class in business plans is the construction of an industry analysis. Using an industry of your choice, you will be given the job of creating the first section of the business plan – the industry analysis. By implementing the research skills that you have learned throughout this course, you will gather information to create a coherent story about your industry. This analysis will require you to search many of the databases listed in the Appendix of this syllabus. Make sure to properly cite all of your sources. Your analysis should include:

- A definition of the industry including NAICS and SIC numbers
- The industry size, growth rates and sales projections for the future
- Characteristics of the industry
- Nature of the participants in the industry
- Key success factors in the industry
- Industry trends and long-term prospects for the industry

More specifics and details of this assignment will be delivered in the course.

Late Assignments:
Late assignments will not be accepted.

Tentative Schedule

Week 1: Introduction to the Course & Fact Finding
- Lecture: Overview of course structure
- Lecture: Introduction to library databases
- Lecture: Introduction to evaluating sources
- Lecture: Citing sources & using in-text citations
- Lecture: Citing electronic sources & databases
- Assignments:
  - Research & Citation Exercises
- Discussion Board: Post Research Exercise to the Week 1 MB
- Reading: Academic Writing Textbook
  - Audience pg. 4
  - Purpose and Strategy pg. 6
  - Organization pg. 8
  - Style pg. 14
  - Unit Eight: Language Focus: Citation and Tense pg. 344

Week 2: Effective Writing
- Lecture: Informal vs. formal writing
- Lecture: Simple tips to improve your own writing
- Lecture: How to edit your own work
- Lecture: Academic Honesty
- Lecture: Plagiarism – Why it is important and how to avoid it
- Lecture: Intellectual Property
- Assignments:
  - Academic Writing Textbook: Task Eleven pg. 18-19
  - Academic Writing Textbook: Task Twelve pg. 19
  - Academic Writing Textbook: Task Thirteen pg. 21
• Academic Writing Textbook: Task Fourteen pg. 26
• Editing & Proofreading Exercises
• Plagiarism Assignment
• Discussion Board: TBD
• Reading: Academic Writing Textbook:
  ▪ Language Focus: Vocabulary Shift – Verbs pg. 17
  ▪ Language Focus: Vocabulary Shift – Nouns pg. 22
  ▪ Language Focus: Linking Words & Phrases pg. 37
  ▪ Unit Five: Some Notes on Plagiarism pg. 196
  ▪ Unite Five: Paraphrasing pg. 202

Week 3: Writing for your Discipline
• Lecture: Writing utilizing the discourse of your field
• Lecture: Synthesizing information from multiple sources
• Lecture: When to use a quote and when to use your own words
• Assignment:
  o Article Review
• Discussion Board: What are some best practices for organizing sources for a paper? Describe some of the methods you use to put a paper together and then research one method you are not familiar with and describe the method and how it may or may not be useful.
• Reading: Academic Writing Textbook
  ▪ Unit Six: Writing Critiques: Evaluating a Published Article pg. 248
  ▪ Unit One: Specific-to-General Organization pg. 92
  ▪ Unit Five: Syntheses of More than One Source pg. 220
  ▪ Unit Five: Language Focus: Showing Similarities & Differences pg. 225

Week 4: How to use University and Online Public Databases
• Lecture: Overview of using census data
• Lecture: Other databases appropriate for industry/market analysis
• Assignment:
  o Census Database Assignment
• Discussion Board: Post Census Exercise 1 to Week 4 MB
• Reading: Academic Writing Textbook
  ▪ Strength of Claim pg. 139
  ▪ Structure of Data pg. 139
  ▪ Dealing with Chronological Data pg. 181
  ▪ Language Focus: Prepositions of Time pg. 183

Week 5: Why Plan?
• Lecture: What is a business plan? What elements go into a business plan? Why are these elements important?
• Lecture: Understanding the interrelatedness of each component of a business plan
• Lecture: Who reads a business plan and what are their objectives?
• Discussion Board: what are the advantages to preparing a business plan for a new venture? Or what are the most common reasons that entrepreneurs write a business plan?
• Reading: Barringer
  o Chapter 1 (Why Plan?)

Week 6: Ideation and Innovation
• Lecture: Ideation and Sources of Ideas: Is it feasible?
• Lecture: Entrepreneurial opportunity: Discovered or originated
• Lecture: Three most common sources of new business ideas
• Reading: Barringer
  o Chapter 2 (Developing and Screening Business Ideas)
• Assignments:
  o Bug List – come up with 10 issues that require a solution
  o Choose one issue and complete Barringer First Screen Assignment
• Discussion Board: how do entrepreneurs go about solving problems that are not clearly visible?

Week 7: Introduction to an Industry Analysis
• Lecture: What is an industry analysis?
• Lecture: How to use research tools to study my industry of interest
• Assignment:
  o Choose an industry of interest and prepare and industry analysis. Include: Industry definition, size, growth, sales projections, structure, participants and trends (assignment will be due at the beginning of Week 8 class)
• Reading: Barringer
  o Chapter 5 (Industry Analysis)
• Discussion Board: why is an industry analysis important to the business plan? Or how can an industries key success factors be identified?

Week 8: Concept Design
• Lecture: Brainstorming, focus groups and social trends
• Lecture: Market and customer related issues
• Lecture: What goes into a concept design?
• Course Summary: We now have the tools to prepare a business plan
• Assignment:
  o Industry Analysis Due
    • Course 2 will focus on taking this concept design through business plan development and ultimately new venture creation
APPENDIX

Databases to be covered:

- Standard & Poor’s Net Advantage
- Business Source Complete (EBSCOhost)
- ProQuest Databases
- Mergent Online
- LexisNexis Academic
- Value Line Research Center
- United State Census Bureau
- People and Household
- Business & Industry Portal
- Economic Census
- Industry Statistics Sampler
- Data by Geography
- Data Access Tools
Sample Syllabus for Online Course
BUSINESS PLAN RESEARCH
FLORIDA INSTITUTE OF TECHNOLOGY

EMG 4006 BUSINESS PLAN RESEARCH

Instructor: TBD

<table>
<thead>
<tr>
<th>Office and Phone:</th>
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Overview
The main focus of the class will be the understanding and implementation of research as applied to the creation of a new business venture. Utilizing information learned from past courses and extensive research, a potentially viable business plan will be developed by each student. Students will conduct the market, organizational, operational, strategic and financial analyses that are required to produce a new venture concept and an actionable business plan.

Textbooks:

Prerequisites:
- EMG 4005 Business Research Skills and Application

Course Objectives:
Upon successful completion of this course, the student, in accordance with the grading standards will be able to:
- Enhance written communication skills.
- Integrate critical thinking for financial projections and decision making processes.
- Learn what a business plan is and its integrated elements.
- Analyze and implement necessary components in a new venture plan.
- Know why and when a business plan is needed.
- Complete a business plan based on deliverables.
- Reflect and discuss the viability and barriers to the business plan through feasibility analyses.
- Coordinate problem-solving techniques.
Competencies and Assessment Measures:

<table>
<thead>
<tr>
<th>Competency</th>
<th>Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective writing</td>
<td>Analyses and Plans</td>
</tr>
<tr>
<td>Effective speaking</td>
<td>Presentation</td>
</tr>
<tr>
<td>Critical thinking</td>
<td>Analyses and Plans</td>
</tr>
<tr>
<td>Business terminology</td>
<td>Analyses and Plans</td>
</tr>
<tr>
<td>Ability to integrate elements of the various business disciplines</td>
<td>Analyses and Plans</td>
</tr>
<tr>
<td>Ability to analyze business problems</td>
<td>Presentation</td>
</tr>
<tr>
<td></td>
<td>Analyses and Plans</td>
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</tbody>
</table>

Grading:

- Business Plan Concept: 10%
- Marketing Plan: 20%
- Management and Operational Plan: 10%
- Financial Plan: 20%
- Videotaped Elevator Pitch: 5%
- Discussion Board: 14%
- Final Plan: 21%

Grading Scale:

90-100 = A  
80-89 = B  
70-79 = C  
60-69 = D  
59 and Below = F

Academic Honesty:

Students are expected to do their own work and to give appropriate credit for the work of others by using the appropriate citation. Falsifying data, cheating, copying other's work, and/or intentional misrepresentations of facts are serious breaches of ethics.

According to Florida Tech’s Student Handbook, “all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and plagiarism . . . are subject to disciplinary action up to and including suspension or expulsion from the university.”

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Written Assignments:

Written assignments are graded on the ability to follow directions, organization, clarity of issues/arguments, content, as well as on grammar, spelling, and punctuation. Papers should follow APA style and include full and proper citations. Refer to Evans Library website for assistance in proper APA formatting. Additionally, please insert page numbers in all assignments.

Late Assignments:

Assignments turned in late will receive a 10% grade penalty for every 24 hours late.
Tentative Schedule

Week 1
- Vocabulary and Entrepreneurship Terminology
- Elevator Pitch
- Read Chapter 3 (Feasibility Analysis)
- Discussion Board
- Revise and refine Industry Analysis from EMG 4XXX Business Research Skills and Application

Week 2
- Legal Aspects of Starting a Business
- Patents and Trademarks
- Read Chapter 4 (Introductory Material, Executive Summary, and Description of the Business)
- Discussion Board
- Business Concept Due

Week 3
- Brand Image and Positioning
- Read Chapter 6 (Market Analysis) and Chapter 7 (Marketing Plan)
- Discussion Board

Week 4
- Management Team
- Company Ownership
- Read Chapter 8 (Management Team & Company Structure) and Chapter 9 (Operations Plan & Product Design and Development Plan)
- Discussion Board
- Marketing Plan Due

Week 5
- Team Building
- Manufacturing and Operations
- Discussion Board
- Management and Operational Plan Due

Week 6
- Start-Up Costs
- Sales Forecast and Break-Even Analysis
- Read Chapter 19 (Financial Projections)
- Discussion Board
Week 7
- Cash-Flow, Income Statements, and Balance Sheets
- Financial Plan Due
- Read Chapter 11 (Presenting the Plan with Confidence)
- Discussion Board

Week 8
- Executive Summary
- Videotaped Elevator Pitch Due
- Final Plan Due

What is a Business Plan?

A business plan is a written document that explains every aspect of a business venture (Honig and Karlsson 2004). This document is a "road map" in understanding the external environment along with the internal capabilities for new ventures (Barringer 2009). Items necessary for a standard business plan include (but are not limited to):

- Executive Summary
- Company Description
- Industry Analysis and Market Analysis
- Marketing Plan
- Management Team and Company Structure
- Operations Plan
- Product Design and Development Plan
- Financial Projections (Start-Up Costs, Cash-Flow Statements, Income Statements)

Substantial research from various sources is required in the formulation of a business plan. Through extensive primary and secondary research conducted, critical thinking and analysis is implemented in delivering a clear and concise business document. The purpose of the business plan project is not in the creation of a successful business on paper, but the understanding of the many integrated facets of business and the viability and feasibility of a potential business. Proper research and critical analysis in the business plan may show that it is more responsible for an individual to not pursue the business concept presented.


Florida Institute of Technology

CHANGING GRADUATION REQUIREMENTS IN A MAJOR/MINOR

The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by supporting documentation, be completed and approved as indicated below. Incomplete or incorrect forms will not be processed.

COLLEGE: Business

DEPARTMENT: Business

DEGREE LEVEL: B.A.

PROGRAM TITLE: Accounting

TO BE INITIATED WITH CATALOG YEAR 2013 / 2014

CHANGE REQUESTED FOR [ ] major program [ ] minor program 7610

Major/Minor Code

Date change to be initiated must be for a future academic year.

DESCRIPTION OF REQUESTED CHANGES: Attach a more detailed description and any supporting documentation

Replace EMG 4000/4001/4002, 3 credit hour research sequence with EMG 4005/4006, 6 credit hours. EMG 4005/06 have been approved as Q designated courses.

To keep total credit hours unchanged in the program we will reduce the restricted elective - business requirement by 3 credit hours.

Appraisals: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar

Originator: [Signature] 11/19/12

Chair, Graduate Council

Date

OR

Department Head / Major Program Chair: [Signature] 11/19/12

Date

Department Head / Minor Program Chair

Date

Chair, Undergraduate Curriculum Committee

Date

Dean of Associate Dean

Date

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☐ Yes ☐ No Update completed ___________________________ Date ___________________________ Initials

☐ Yes ☐ No Update completed ___________________________ Date ___________________________ Initials

CAPP / Degree Evaluation

☐ Yes ☐ No Update completed ___________________________ Date ___________________________ Initials

☐ Yes ☐ No Update completed ___________________________ Date ___________________________ Initials

Catalog / Policy Mgmt. System

☐ Yes ☐ No Update completed ___________________________ Date ___________________________ Initials

☐ Yes ☐ No Update completed ___________________________ Date ___________________________ Initials

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RGR-04-011
The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by supporting documentation, be completed and approved as indicated below. Incomplete or incorrect forms will not be processed.

COLLEGE: Business
DEPARTMENT: Business

DEGREE LEVEL: B.A.
PROGRAM TITLE: Business Administration - Accounting

TO BE INITIATED WITH CATALOG YEAR: 2013/2014

Date change to be initiated must be for a future academic year.

CHANGE REQUESTED FOR: ( ) major program ( ) minor program

Major/Minor Code: 7600

DESCRIPTION OF REQUESTED CHANGES: Attach a more detailed description and any supporting documentation

Replace EMG 4000/4001/4002, 3 credit hour research sequence with EMG 4005/4006, 6 credit hours. EMG 4005/06 have been approved as Q designated courses.

To keep total credit hours unchanged in the program we will reduce the restricted elective - business requirement by 3 credit hours.

Appraos: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar.

Originator: 11/19/12
Department Head / Major Program Chair: 11/19/12

Chair, Graduate Council: Date
Chair, Undergraduate Curriculum Committee: Date

Dean or Associate Dean: Date

REGISTRAR'S USE ONLY

University Catalog
CAPP / Degree Evaluation
Catalog / Policy Mgmt. System

☐ Yes ☐ No Update completed Date Initials

☐ Yes ☐ No Update completed Date Initials

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The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by supporting documentation, be completed and approved as indicated below. Incomplete or incorrect forms will not be processed.

COLLEGE: Business
DEPARTMENT: Business

DEGREE LEVEL: B.A.
PROGRAM TITLE: Business Administration - CIS

TO BE INITIATED WITH CATALOG YEAR: 2013/2014
CHANGE REQUESTED FOR: ☑ major program ☐ minor program 7601
Major/Minor Code

Date change to be initiated must be for a future academic year.

DESCRIPTION OF REQUESTED CHANGES: Attach a more detailed description and any supporting documentation.

Replace EMG 4000/4001/4002, 3 credit hour research sequence with EMG 4005/4006, 6 credit hours. EMG 4005/06 have been approved as Q designated courses.

To keep total credit hours unchanged in the program we will reduce the restricted elective - business requirement by 3 credit hours.

Approvals: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar.

Originator: [Signature] Date: 11/19/13
Department Head / Major Program Chair: [Signature] Date: 11/19/13
Department Head / Minor Program Chair: [Signature] Date: 11/19/13
Dean or Associate Dean: [Signature] Date:

REGISTRAR'S USE ONLY

University Catalog: ☐ Yes ☐ No Update completed: Date Initials:
CAPP / Degree Evaluation: ☐ Yes ☐ No Update completed: Date Initials:
Catalog / Policy Mgmt. System: ☐ Yes ☐ No Update completed: Date Initials:

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CHANGING GRADUATION REQUIREMENTS IN A MAJOR/MINOR

The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by supporting documentation, be completed and approved as indicated below. Incomplete or incorrect forms will not be processed.

COLLEGE Business

DEPARTMENT Business

DEGREE LEVEL B.A.

PROGRAM TITLE Business Administration - Healthcare Management

TO BE INITIATED WITH CATALOG YEAR 2013/2014

CHANGE REQUESTED FOR X major program □ minor program 7602

Major/Minor Code

Date change to be initiated must be for a future academic year.

DESCRIPTION OF REQUESTED CHANGES Attach a more detailed description and any supporting documentation

Replace EMG 4000/4001/4002, 3 credit hour research sequence with EMG 4005/4006, 6 credit hours. EMG 4005/06 have been approved as Q designated courses.

To keep total credit hours unchanged in the program we will reduce the free elective requirement by 3 credit hours.

Approvals: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar

[Signatures and dates]

Chair, Graduate Council

Date

OR

Chair, Undergraduate Curriculum Committee

Date

REGISTRAR'S USE ONLY

University Catalog □ Yes □ No Update completed __________ Date __________ Initials __________

Academic Year

CAPP / Degree Evaluation □ Yes □ No Update completed __________ Date __________ Initials __________

Academic Year

Catalog / Policy Mgmt. System □ Yes □ No Update completed __________ Date __________ Initials __________

Academic Year

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CHANGING GRADUATION REQUIREMENTS IN A MAJOR/MINOR

The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by supporting documentation, be completed and approved as indicated below. Incomplete or incorrect forms will not be processed.

COLLEGE Business

DEPARTMENT Business

DEGREE LEVEL B.A.

PROGRAM TITLE Business Administration - Management

TO BE INITIATED WITH CATALOG YEAR 20 1 3 /20 1 4

CHANGE REQUESTED FOR ☑ major program ☐ minor program 7 6 0 3

Date change to be initiated must be for a future academic year.

DESCRIPTION OF REQUESTED CHANGES Attach a more detailed description and any supporting documentation

Replace EMG 4000/4001/4002, 3 credit hour research sequence with EMG 4005/4006, 6 credit hours. EMG 4005/06 have been approved as Q designated courses.

To keep total credit hours unchanged in the program we will reduce the free elective requirement by 3 credit hours.

Approvals: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar

Original 11/9/12

Chair, Graduate Council Date

Department Head / Major Program Chair 11/9/12

OR

Department Head / Minor Program Chair Date

Chair, Undergraduate Curriculum Committee Date

Date

REGISTRAR'S USE ONLY

University Catalog

☐ Yes ☐ No Update completed Date Initials

☐ Yes ☐ No Update completed Date Initials

☐ Yes ☐ No Update completed Date Initials

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The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by supporting documentation, be completed and approved as indicated below. Incomplete or incorrect forms will not be processed.

COLLEGE Business

DEPARTMENT Business

DEGREE LEVEL B.A.

PROGRAM TITLE Business Administration - Marketing

TO BE INITIATED WITH CATALOG YEAR 2013 /2014

CHANGE REQUESTED FOR ☑ major program ☐ minor program 7604

Major/Minor Code

Date change to be initiated must be for a future academic year.

DESCRIPTION OF REQUESTED CHANGES Attach a more detailed description and any supporting documentation

Replace EMG 4000/4001/4002, 3 credit hour research sequence with EMG 4005/4006, 6 credit hours. EMG 4005/06 have been approved as Q designated courses.

To keep total credit hours unchanged in the program we will reduce the restricted elective - business requirement by 3 credit hours.

Approvals: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar

Originator 11/19/12

Chair, Graduate Council

Date

Department Head / Major Program Chair 11/19/12

OR

Date

Department Head / Minor Program Chair 11/19/12

Chair, Undergraduate Curriculum Committee

Date

Date

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University Catalog

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☐ Yes ☐ No Update completed _________ Date ____________ Initials ____________

CAPP / Degree Evaluation

☐ Yes ☐ No Update completed _________ Date ____________ Initials ____________

☐ Yes ☐ No Update completed _________ Date ____________ Initials ____________

Catalog / Policy Mgmt. System

☐ Yes ☐ No Update completed _________ Date ____________ Initials ____________

☐ Yes ☐ No Update completed _________ Date ____________ Initials ____________

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