Memorandum

Date: November 8, 2016
To: Dr. Mark Archambault, Chair, Undergraduate Curriculum Committee
Through: Dr. Ted Richardson, Dean, Nathan M. Bisk College of Business
From: Dr. Donn Miller Kermani, Associate Dean, Department of Extended Studies, Nathan M. Bisk College of Business

Subject: Changing the Requirements for a Course—BUS 4701 International Business, BUS 4702 Business Strategy and Policy, BUS 4788 Business Plan Research.

The above courses are required courses within the B.S. in Logistics Management degree (7880). Each course has the requirement, “Majors in College of Business.” Students in major code 7880 are not being allowed to register for these courses as they are not considered College of Business majors even though the Department of Extended Studies is within the Nathan M. Bisk College of Business.

This request is to either remove the restriction for those students in major code.
REQUEST TO CHANGE THE REQUIREMENTS FOR A COURSE

Any change, addition or removal of any restriction, or change in credit hours or availability for a course requires this form, accompanied by any supporting documentation, be completed and approved as indicated below.

COLLEGE  Nathan M. Bisk College of Business   DEPARTMENT  Extended Studies

REQUEST IS FOR CHANGE IN COURSE   BUS 4701   International Business

Prefix  Number  Course Title

TO BE INCLUDED IN 2017/2018 CATALOG
Course changes are effective beginning with the fall term in which they appear in the University Catalog.

IS REQUEST FOR A CHANGE IN THE NAME LISTED ABOVE?   □ Yes   □ No

IS REQUEST FOR A CHANGE IN CREDITS FOR COURSE LISTED ABOVE?   □ Yes   □ No

IS REQUEST TO CHANGE RESTRICTIONS FOR COURSE LISTED ABOVE?   □ Yes   □ No

☐ Add  ☐ Remove  ☐ Prerequisite  ☐ Corequisite  ☐ Prefix  Number  ☐ and  ☐ or

☐ Add  ☐ Remove  ☐ Prerequisite  ☐ Corequisite  ☐ Prefix  Number  ☐ and  ☐ or

☐ Add  ☐ Remove  ☐ Other Restrictions*  □ Yes   □ No

*Other restrictions may include changing the grade mode (P/FR, S/F, A-F, CI/NI), deactivating a course already in the system, majors or class levels restricted from registration, or other restrictions.

Please enter the complete prerequisite/restriction list as it should appear if this change is approved:

The Department of Extended Studies is a department which is a part of the Nathan M. Bisk College of Business. BUS 4701 International Business lists as a requirement for the course "Majors in College of Business." Students who are enrolled in the B.S. in Logistics program 7880 are not being allowed to register because for some reason, students of Extended Studies are not being recognized as College of Business students. This request is to change the requirement for this course to allow students in the Extended Studies Department B.S. in Logistics degree (which is a part of the College of Business) to be able to take the course.

"MAJORS IN COLLEGE OF BUSINESS OR DEPT. OF EXTENDED STUDIES ONLY"

☐ Yes   □ No  Is this request for the course to be used to measure program-level student learning outcomes?

☐ Yes   □ No  Is this request for the course to satisfy the scholarly inquiry requirement? If yes, attach "O" materials for review.

☐ Yes   □ No  Will this change impact any existing programs? If yes, attach "Changing Graduation Requirements" form for each program that is impacted.

APPROVALS: Once appropriate department approvals are completed, submit to the Office of Graduate Programs, or Undergraduate Curriculum Committee Chair for placement on agenda.

1)  [Signature]  11/4/16

2)  [Signature]  11/7/16

3)  [Signature]  11/3/16

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REQUEST TO CHANGE THE REQUIREMENTS FOR A COURSE

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COLLEGE Nathan M. Bisk College of Business

DEPARTMENT Extended Studies

REQUEST IS FOR CHANGE IN COURSE BUS 4702 Business Strategy and Policy

TO BE INCLUDED IN 20_17/20_18_CATALOG
Course changes are effective beginning with the fall term in which they appear in the University Catalog.

IS REQUEST FOR A CHANGE IN THE NAME LISTED ABOVE? ☐ Yes ☐ No If yes, requested name

IS REQUEST FOR A CHANGE IN CREDITS FOR COURSE LISTED ABOVE? ☐ Yes ☐ No If yes, current credits requested credits

IS REQUEST TO CHANGE RESTRICTIONS FOR COURSE LISTED ABOVE? ☐ Yes ☐ No If yes, please check all that apply:

☐ Add ☐ Remove ☐ Prerequisite ☐ Corequisite

☐ Add ☐ Remove ☐ Prerequisite ☐ Corequisite

☐ Add ☐ Remove ☐ Other Restrictions* ☐ Yes ☐ No If yes, please use box below:

*Other restrictions may include changing the grade mode (F/L, S/A, A-F, C/I), deactivating a course already in the system, majors or class levels restricted from registration, or other restrictions.

Please enter the complete prerequisite/restriction list as it should appear if this change is approved:

The Department of Extended Studies is a department which is a part of the Nathan M. Bisk College of Business. BUS 4702 Business Strategy and Policy lists as a requirement for the course "Majors in College of Business." Students who are enrolled in the B.S. in Logistics program 7860 are not being allowed to register because for some reason, students of Extended Studies are not being recognized as College of Business students. This request is to change the requirement for this course to allow students in the Extended Studies Department B.S. in Logistics degree (which is a part of the College of Business) to be able to take the course.

"MAJORS IN COLLEGE OF BUSINESS OR DEPT. OF EXTENDED STUDIES ONLY."

☐ Yes ☐ No Is this request for the course to be used to measure program-level student learning outcomes?

☐ Yes ☐ No Is this request for the course to satisfy the scholarly inquiry requirement? If yes, attach "Q" materials for review.

☐ Yes ☐ No Will this change impact any existing programs? If yes, attach "Changing Graduation Requirements" form for each program that is impacted.

APPROVALS: Once appropriate department approvals are completed, submit to the Office of Graduate Programs, or Undergraduate Curriculum Committee Chair for placement on agenda.

1) Dean of College 11/4/16

Board Chair, Graduate Council Date

2) Chair, Undergraduate Curriculum Committee Date

Chair, Board Chair Date

3) Dean of College 11/7/16

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RGR-254-1015
REQUEST TO CHANGE THE REQUIREMENTS FOR A COURSE

Any change, addition or removal of any restriction, or change in credit hours or availability for a course requires this form, accompanied by any supporting documentation, be completed and approved as indicated below.

COLLEGE  Nathan M. Bisk College of Business  DEPARTMENT  Extended Studies

REQUEST IS FOR CHANGE IN COURSE  BUS  4788  Business Plan Research

Prefix  Number  Course Title

TO BE INCLUDED IN 20  17  20  18  CATALOG
Course changes are effective beginning with the fall term in which they appear in the University Catalog.

IS REQUEST FOR A CHANGE IN THE NAME LISTED ABOVE?  ☐ Yes  ☑ No  If yes, requested name ___________________________________________

IS REQUEST FOR A CHANGE IN CREDITS FOR COURSE LISTED ABOVE?  ☐ Yes  ☑ No  If yes, current credits ______ requested credits ________

IS REQUEST TO CHANGE RESTRICTIONS FOR COURSE LISTED ABOVE?  ☑ Yes  ☐ No  If yes, please check all that apply:
☐ Add  ☐ Remove  ☐ Prerequisite  ☐ Corequisite

 Prefix  Number

☐ Add  ☐ Remove  ☐ Prerequisite  ☐ Corequisite

 Prefix  Number

☐ Add  ☐ Remove  ☐ Other Restrictions*  ☐ Yes  ☑ No  If yes, please use box below:

*Other restrictions may include changing the grade mode (P/F, S/U, A-F, CEU), deactivating a course already in the system, majors or class levels restricted from registration, or other restrictions.

The Department of Extended Studies is a department which is a part of the Nathan M. Bisk College of Business. BUS 4788 Business Plan Research lists as a requirement for the course "MAJORS in College of Business." Students who are enrolled in the B.S. in Logistics program 7880 are not being allowed to register because for some reason, students of Extended Studies are not being recognized as College of Business students. This request is to change the requirement for this course to allow students in the Extended Studies Department B.S. in Logistics degree (which is a part of the College of Business) to be able to take the course.

"MAJORS IN COLLEGE OF BUSINESS OR DEPT. OF EXTENDED STUDIES ONLY."

☐ Yes  ☑ No  Is this request for the course to be used to measure program-level student learning outcomes?

☐ Yes  ☑ No  Is this request for the course to satisfy the scholarly inquiry requirements? If yes, attach "Q" materials for review.

☐ Yes  ☑ No  Will this change impact any existing programs? If yes, attach "Changing Graduation Requirements" form for each program that is impacted.

APPROVALS: Once appropriate department approvals are completed, submit to the Office of Graduate Programs, or Undergraduate Curriculum Committee Chair for placement on agenda.

1)  Owner  Date  11/11/16
2)  Date  11/7/16
3)  Dean or Associate Dean  Date  11/7/16

Chair, Graduate Council  Date

OR

Chair, Undergraduate Curriculum Committee  Date

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