# Undergraduate Programs—COURSE CHANGE REQUEST

<table>
<thead>
<tr>
<th>Department: English</th>
<th>College: Arts and Letters</th>
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**Course Prefix and Number:** ENC 3213  
**Current Course Title:** Writing for Management

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**Change(s) Are to be Effective (List Term):** Spring 2014  
**Terminate Course (List Final Active Term):**

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**Change Title to:** Professional Writing

**Change Prefix From:**  
**To:**

**Change Course No. From:**  
**To:**

**Change Credits**  
**From:**  
**To:**

**Change Grading From:**

**Change WAC/Gordon Rule Status**  
**ADD**  
**REMOVE**

**Change General Education Requirements**  
**ADD**  
**REMOVE**

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**Change Description to:** Prepares the student to write professionally for audiences within and outside a corporation or nonprofit enterprise. Proofreading skills stressed.

**Change Prerequisites/Minimum Grades to:**

**Change Corequisites to:**

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**Change Registration Controls to:**

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*WAC and General Education criteria must be clearly indicated in attached syllabus. For WAC Guidelines: [www.fau.edu/WAC](http://www.fau.edu/WAC). Please attach General Education Course Approval Request: [www.fau.edu/deanofstudies/GeneralEdCourseApprovalRequests.php](http://www.fau.edu/deanofstudies/GeneralEdCourseApprovalRequests.php)*

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*Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).*

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**Attach syllabus for ANY changes to current course information.**

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**Should the requested change(s) cause this course to overlap any other FAU courses, please list them here.**

**Please consult and list departments that might be affected by the change(s) and attach comments.**

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**Faculty contact, email and complete phone number:**

Barclay Barrios, bbarrios@fau.edu, x7-3830

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**Approved by:**

<table>
<thead>
<tr>
<th>Department Chair:</th>
<th>College Curriculum Chair:</th>
<th>College Dean:</th>
<th>UUPC Chair:</th>
<th>Undergraduate Studies Dean:</th>
<th>UFS President:</th>
<th>Provost:</th>
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**Date:**

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<tr>
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<th>11/22/13</th>
<th>11/22/13</th>
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1. Syllabus must be attached; syllabus checklist recommended; see guidelines and checklist: [www.fau.edu/academic/regsto-arr/UUPCinfo](http://www.fau.edu/academic/regsto-arr/UUPCinfo)

2. Review Provost Memorandum: Definition of a Credit Hour [www.fau.edu/Provost_files/Definition_Credit_Hour_Memo_2012.pdf](http://www.fau.edu/Provost_files/Definition_Credit_Hour_Memo_2012.pdf)

3. WAC approval (attach if necessary)

4. Gen. Ed. approval (attach if necessary)

5. Consent from affected departments (attach if necessary)

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*Email this form and syllabus to mienning@fau.edu seven business days before the University Undergraduate Programs Committee meeting so that materials may be viewed on the UUPC website prior to the meeting.*

FAUchange—Revised September 2012