

 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs	UUPC Approval <u>4/2/18</u> UFS Approval _____ SCNS Submittal _____
	Department Business Communications Program College Business	Confirmed _____ Banner Posted _____ Catalog _____
Current Course Prefix and Number <u>GEB 3213</u>		Current Course Title <u>Communicating Business Information</u>
<i>Syllabus must be attached for ANY changes to current course details. See Checklist. Please consult and list departments that may be affected by the changes; attach documentation.</i>		
Change title to: <u>Introduction to Business Communication</u>		Change description to: <u>This course introduces students to essential writing and speaking communication skills, organizational strategies, and formats used by successful business professionals. It provides opportunities for students to apply these skills in correspondence, research . . [See attached syllabus for remainder of catalog description]</u>
Change prefix From: _____ To: _____		
Change course number From: _____ To: _____		
Change credits* From: _____ To: _____		
Change grading From: _____ To: _____		
Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/>		
Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/>		
<small>*Review Provost Memorandum **WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines. ***General Education criteria must be indicated in syllabus and approval attached to this form. See GE Guidelines.</small>		Change prerequisites/minimum grades to: Change corequisites to: Change registration controls to:
Effective Date <small>(TERM & YEAR)</small> <u>Summer 2018</u>		Terminate course List final active term
Faculty Contact/Email/Phone Dr. Mary Kay Boyd, mboyd@fau.edu, 561-297-3633		
Approved by		Date
Department Chair <u>Mary Kay Boyd</u>		<u>3/12/18</u>
College Curriculum Chair <u>Edna Williams</u>		<u>3/12/18</u>
College Dean <u>Robert R. Todd</u>		<u>3/13/18</u>
UUPC Chair <u>D. E. Hahy (GR)</u>		<u>4/2/18</u>
Undergraduate Studies Dean <u>Edna Bratt</u>		<u>4/6/18</u>
UFS President _____		_____
Provost _____		_____

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.