

**UNIVERSITY ACADEMIC COUNCIL
COURSE CHANGE FORM**

Initiating School:

Department/Division:

Requested Effective Date:

Initiating Catalog Publication Year:

I. REQUESTED CHANGE(S) for (identify current course subject prefix and number)

Drop Course (Inactivate)

Change Course

Reactivate Course

If course change, please check all appropriate boxes below.

Change in Title

Change in Number

Change in Prerequisite

Change in Units

Change in Subject Prefix

Change in Catalog Description

Other—please briefly explain nature of change:

II. RATIONALE FOR REQUESTED CHANGE(S)

What evidence or data do you have to support this course change? Select all that apply, and explain below.

Five- or seven-year program review

Annual assessment data or review

Other curriculum review by faculty

III. DESCRIPTION OF REQUESTED CHANGE(S)

<p>EXISTING COURSE: For course to be dropped, complete each section; for course change, indicate the title of the existing course and complete each section pertinent to the requested change.</p> <p>Course Subject Prefix:</p> <p>Course Catalog No.:</p> <p>Academic Organization (Program or Division)*:</p> <p>Short Title (30 char.): (Appears on transcripts)</p> <p>Long Title (100 char.): (Appears in catalog)</p> <p>Prerequisites:</p> <p>No. of Units:</p> <p>Catalog Description of Present Course:</p>	<p>CHANGE TO: For course change, complete each section pertinent to the requested change.</p> <p>Course Subject Prefix:</p> <p>Course Catalog No.:</p> <p>Academic Organization (Program or Division)*:</p> <p>Short Title (30 char.): (Appears on transcripts)</p> <p>Long Title (100 char.): (Appears in catalog)</p> <p>Prerequisites:</p> <p>No. of Units:</p> <p>Catalog Description of New Course or Revised Course (if changed, type description in full; if unchanged, type "same"):</p> <p>Credit Hours (based on a minimum 15-week term):</p> <p>This course complies with the Pepperdine University's credit hour policy.</p>
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IV. BUDGETARY IMPACT OF REQUESTED CHANGE(S) (Be specific about actual expenditures required.)

Has the budget been reviewed by the school's major area budget manager? Yes No

V. EFFECT OF REQUESTED CHANGE(S) ON OTHER DEPARTMENTS, INCLUDING LIBRARIES, INFORMATION TECHNOLOGY, AND ACADEMIC UNITS (For impacted units, please indicate if these areas have been consulted.)

VI. DESCRIBE IF CHANGE AFFECTS THE UNIVERSITY AND SCHOOL MISSION, PROGRAM LEARNING OBJECTIVES, PROGRAM ALIGNMENT MAPS, AND ASSESSMENT STRATEGIES

VII. ATTACH A SYLLABUS FOR THE PROPOSED COURSE AS CHANGED (Unless drop or deactivation.) Syllabus should include course learning outcomes, assessment strategies, typical schedule, and meeting times that adhere to the University's credit hour policy.

VIII. INFORMATION FOR ONLINE STUDENT SYSTEM

Course Career will be classified as: Undergraduate Graduate Law

How will this course be graded?

Is there a component class or activity associated with this course?

Will the component be graded separately? Yes No

(If yes, please submit separate Course Action Form for component.)

Will special consent be required to enroll in this course?

Can this course be repeated for credit? Yes No How many times?

Can students enroll in this course more than once in a single term? Yes No

Please note any special fee associated with this course:

Indicate if the course has a special requirement designation or attribute (check all that apply):

General Ed (GE) Presentation Skills (PS) Research Methods (RM)

Writing Intensive Other

Use exam numbers: Yes No

Form Completed By:

Name:

Title:

***Academic Organizations:**

Academic Org	Description	Academic Group	Academic Org	Description	Academic Group
ABS	GSBM Applied Behavioral Sci	GSBM	FA	Seaver Fine Arts	Seaver
ACCT	GSBM Accounting	GSBM	FIN	GSBM Finance	GSBM
BUS	Seaver Business Administration	Seaver	GLAW	GSBM Law	GSBM
COM	Seaver Communication	Seaver	GSBM	Graziadio School of Bus & Mgt	GSBM
CONV	Seaver Convocation Series	Seaver	HUTE	Seaver Humanities/Teacher Educ	Seaver
DESC	GSBM Decision Sciences	GSBM	IS	GSBM Information Systems	GSBM
ECON	GSBM Economics	GSBM	ISL	SVR Intl Studies and Languages	Seaver
ED	Ed Core	GSEP	LAW	School of Law	Law
EDC	Educational Computing	GSEP	MKTG	GSBM Marketing	GSBM
EDD	Education – Doctoral	GSEP	NASC	Seaver Natural Science	Seaver
EDEL	Ed Leadership Admin & Policy	GSEP	OTM	GSBM Org + Theory & Mgmt	GSBM
EDET	Educational Technology	GSEP	PSY	Psychology	GSEP
EDIM	Institutional Management	GSEP	PSYD	Psychology - Doctoral	GSEP
EDOC	Organization Change	GSEP	PUBP	School of Public Policy	SPP
EDOL	Organizational Leadership	GSEP	REL	Seaver Religion	Seaver
EDSM	Sma 1	GSEP	SOSC	Seaver Social Science	Seaver
EDTP	Teaching As A Profession	GSEP	STGY	GSBM Strategy	GSBM