Course Changes
Texas A&M University
Departmental Request for a Change in Course
Undergraduate • Graduate • Professional
• Submit original form and attachments •

Form Instructions
1. Course request type: □ Undergraduate □ Graduate □ First Professional (e.g. MD, JD, PhD, etc.)
2. Request submitted by (Department or Program Name): Biological and Agricultural Engineering
3. Course prefix, number and complete title of course: BAEN 673 - Modeling Small Watersheds
4. Change requested
   a. Prerequisite(s): From: Basic hydrology course and graduate classification To: GIS course, and graduate classification
   b. Withdrawal (reason):
   c. Cross-list with:
   d. Change in course title and description. Enter complete current course title and current course description in item 5; enter proposed course title and proposed course description in item 6. Complete item 7 for change in title.
   e. Change in course number, contact hours (lab & lecture), and semester credit hours. Complete item 7. Attach a course syllabus.
5. Is this an existing core curriculum course? □ Yes □ No
6. If this course will be stacked, please indicate the course number of the stacked course:
   □
7. I verify that I have reviewed the FAQ for Export Control Basics for Distance Education (http://oer.tamu.edu/resources/export-controls/export-controls-basics-for-distance-education).
8. Complete current course title and current catalog course description:

9. Complete proposed course title and proposed catalog course description (not to exceed 50 words):

10. a. As currently in course inventory:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Course #</th>
<th>Title (excluding punctuation)</th>
<th>Lect.</th>
<th>Lab</th>
<th>SCH</th>
<th>CIP and Fund Code</th>
<th>Admin. Unit</th>
<th>FICE Code</th>
<th>Level</th>
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<tbody>
<tr>
<td>BAEN</td>
<td>683</td>
<td>MODELING SMALL WATERSHEDS</td>
<td>0</td>
<td>3</td>
<td>0</td>
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b. Change to:

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<tr>
<th>Prefix</th>
<th>Course #</th>
<th>Title (excluding punctuation)</th>
<th>Lect.</th>
<th>Lab</th>
<th>SCH</th>
<th>CIP and Fund Code</th>
<th>Admin. Unit</th>
<th>Acad. Year</th>
<th>FICE Code</th>
</tr>
</thead>
</table>

Approval recommended by: ___________________________ Date: 5/12/14

Department Head or Program Chair (Type Name & Sign)

Chair, College Review Committee
Date: 7/11/14

Department Head or Program Chair (Type Name & Sign)
Date: 3/12/14

Chair, GC HCC
Date: 8-12-14

Submitted to Coordinating Board by:

Associate Director, Curricular Services
Date: ___________________________ Effective Date: ___________________________
Here is the brief supporting statement.

The Soil and Water Assessment Tool (SWAT) hydrologic model used in BAEN 673 utilizes national GIS databases for, 1) land use/land cover, 2) soils, 3) weather, 4) topography, and 6) stream networks. Therefore students should have a basic GIS class before taking BAEN 673.

Thanks.

Clyde Munster

---

From: Ashlea Schroeder
Sent: Wednesday, May 07, 2014 11:11 AM
To: Clyde Munster
Subject: RE: BAEN 673 - new prerequisite requirement

As required by the University Curriculum Committee, I need a brief supporting statement for the changes you have requested. 2-3 sentences will be enough.

Thanks,
Ashlea

Ashlea Schroeder '05
Senior Academic Advisor I
Vice President Communications, University Advisors and Counselors
303H Scoates Hall
Biological and Agricultural Engineering
College of Agriculture and Life Sciences
Dwight Look College of Engineering
Texas A&M University
aschroeder@tamu.edu
979-845-0609

From: Clyde Munster
Sent: Monday, May 05, 2014 4:58 PM
To: Ashlea Schroeder
Subject: BAEN 673 - new prerequisite requirement
I would like to add a new prerequisite requirement to BAEN 673. The prerequisite should read →
Prerequisite: Basic hydrology course, BAEN 651 or equivalent GIS course, and graduate
classification ←. Can you do this for me?

Thanks.

__________________________
Clyde Munster
Texas A&M University
Departmental Request for a Change in Course
Undergraduate • Graduate • Professional
• Submit original form and attachments •

Form Instructions
1. Course request type: □ Undergraduate  □ Graduate  □ First Professional (e.g. VM, IO, MD, et al)
2. Request submitted by (Department or Program Name): Department of Educational Psychology
3. Course prefix, number and complete title of course: CPSY 602: School Counseling Theories and Techniques
   Attach a brief supporting statement for changes made to items 4a through 4d, and 6 below.
   Change requested:
   a. Prerequisite(s): From: Department Head
   b. Withdrawal (reason): ____________________________
   c. Cross-list with: ____________________________
   d. Change in course title and description. Enter complete current course title and current course description in item 5; enter proposed
course title and proposed course description in item 6. Complete item 7 for change in title.
   e. Change in course number, contact hours (lab & lecture), and semester credit hours. Complete item 7. Attach a course syllabus.
3. Is this an existing core curriculum course? □ Yes  □ No
6. If this course will be stacked, please indicate the course number of the stacked course:
7. □ I verify that I have reviewed the FAQ for Export Control Basics for Distance Education (http://vpr.tamu.edu/resources/export-controls/export-controls-basics-for-distance-education).
8. Complete current course title and current catalog course description:

9. Complete proposed course title and proposed catalog course description (not to exceed 50 words):

10. a. As currently in course inventory:
    Prefix Course # Title (excluding punctuation)
    Lect. Lab SCH CH and Fund Code Admin. Unit EIC Code Level
    b. Change to:
    Prefix Course # Title (excluding punctuation)
    Lect. Lab SCH CH and Fund Code Admin. Unit EIC Code Level
    Approval recommended by: George Cunningham, Ph.D.
    Department Head or Program Chair (Type Name & Sign) Date
    (if cross-listed course) George Cunningham, Ph.D.
    Department Head or Program Chair (Type Name & Sign) Date
    Submitted to Coordinating Board by: Mark Zoran, Ph.D.
    Chair, GC or UCC Date
    Date Effective Date

Questions regarding this form should be directed to Sandra Williams at 845-8201 or sandra.williams@tamu.edu.
Curricular Services – 04/14
Texas A&M University  
Departmental Request for a Change in Course  
Undergraduate • Graduate • Professional  
• Submit original form and attachments •

Form Instructions
1. Course request type:  
   ☐ Undergraduate  ☑ Graduate  ☐ First Professional (e.g., DVM, JD, MD, etc.)

2. Request submitted by (Department or Program Name):  
   Department of Economics

3. Course prefix, number and complete title of course:  
   ECON 684 Professional Internship

   Attach a brief supporting statement for changes made to items 4a, 4b, 4d, and 6 below.

4. Change requested
   a. Prerequisite(s): From:  
   To:
   b. Withdrawal (reason):
   c. Cross-list with:

   Cross-listed courses require the signature of both department heads.

   d. Change in course title and description. Enter complete current course title and current course description in item 5; enter proposed course title and proposed course description in item 6. Complete item 7 for change in title.

   e. Change in course number, contact hours (lab & lecture), and semester credit hours. Complete item 7. Attach a course syllabus.

   f. Is this an existing core curriculum course?  
   ☐ Yes  ☑ No

6. If this course will be stacked, please indicate the course number of the stacked course:

7. ☑ I verify that I have reviewed the FAQ for Export Control Basics for Distance Education (http://vpr.tamu.edu/resources/export-controls/ex-port-controls-basics-for-distance-education).

8. Complete current course title and current catalog course description:  
   Professional Internship. (3-0). Credit 3. Opportunities to put economics learned in the classroom into practice at government or industry facilities; design projects supervised by faculty coordinators and personnel at these locations; projects selected to match student’s area of specialization. Prerequisites: Graduate classification and enrolled in the master’s program in the department of economics.

9. Complete proposed course title and proposed catalog course description (not to exceed 50 words):  
   Professional Internship. Credit 1 to 6 hours each semester. Opportunities to put economics learned in the classroom into practice at government or industry facilities; design projects supervised by faculty coordinators and personnel at these locations; projects selected to match student’s area of specialization. Prerequisites: Graduate classification and enrolled in the master’s program in the department of economics.

10. a. As currently in course inventory:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Course #</th>
<th>Title (excluding punctuation)</th>
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<tbody>
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<td>PROFESSIONAL INTERNSHIP</td>
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<tr>
<td>Lect.</td>
<td>Lab</td>
<td>SCH</td>
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<tr>
<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

b. Change to:

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<tr>
<td>ECON</td>
<td>684</td>
<td>PROFESSIONAL INTERNSHIP</td>
</tr>
<tr>
<td>Lect.</td>
<td>Lab</td>
<td>SCH</td>
</tr>
<tr>
<td>0</td>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>

Approval recommended by:

Timothy Gronberg  
Department Head or Program Chair (Type Name & Sign)  
Date

Patricia A. Hurley  
Chair, College Review Committee  
Date

Dean of College  
Date

Chair, GC or UCC  
Date

Questions regarding this form should be directed to Sandra Williams at 845-8201 or sandra-williams@tamu.edu  
Curricular Services – 04/14
Internship in Financial Economics
ECON 684 – Professional Internship
Spring 2015

Faculty of Record:
Dr. Doug Eckel, Program Director (and Internship Coordinator)
Master of Science in Economics Program
Department of Economics
3035 Allen Building, TAMU 4228
College Station TX 77843-4228
Direct 979-845-7340, FAX: 979-845-5164
Doug.eckel@tamu.edu

Course Description and Prerequisites

Professional Internship (1-6 semester hours) the student gains experience and improves skills through appropriate developmental work assignments in a real business environment. Students must discuss specific learning objectives with the internship coordinator at the beginning of the semester and receive approval of their plans in order to register. The internship must be related to economics, preferably in the financial services industry, and suitable for a master's degree level. At semester end, each student prepares a written report reflecting on the work experience. Student performance is evaluated by the Faculty of Record and the departmental Internship Coordinator.

We generally require students to have been enrolled on a full-time basis for at least one full academic year (i.e. two long semesters, fall and spring) at Texas A&M University. This should include 12 hours from the core classes of the MS in Economics degree. This provides them with enough subject matter foundations to be successful in a professional setting.

Prerequisites: Graduate classification and enrolled in the master's program in the department of economics.

Registration and Establishing Learning Goals for the Internship

The student should use the internship opportunity to help them develop into an individual who can make an immediate and substantial contribution to the success of a business, financial services firm, or other institution upon their graduation. To help accomplish this, students need to make an effort to acquire a high-level managerial perspective on the operations and strategies of their employer through either involvement or observation. We ask that you discuss with your immediate supervisor three specific goals and objectives for the period of time you will be working with them using the form that is the last page of this syllabus. Please ask your site supervisor at the company to sign the form and, along with your own signature, send (by FAX or as an attachment to an email) the Internship Information sheet and list of goals to the internship coordinator by the end of the first 2 weeks of your internship. Again, the form must be signed by your supervisor.
Note: students who plan to use their current employment to obtain credit via the internship program need to discuss ways to augment their experience on the job by adding new responsibilities or investigating additional aspects of their work assignments. The goals document (signed by the supervisor) can be used to identify the scope of any new learning project or responsibility that contributes to making the internship a meaningful growth experience.

Internship Requirements and Restrictions

- Students must have been enrolled on a full-time basis for at least one full academic year (i.e. two long semesters, fall and spring) at Texas A&M University. This should include 12 hours from the core classes of the MS in Economics degree.
- The courses used for the Internship must be entered on the approved degree plan prior to students’ being authorized to enroll.
- Students are granted 1 credit hour for 80 hours of internship employment, or two weeks of work. Credit hours granted are based on the minimum number of hours worked. Students may enroll for fewer credit hours if they desire.
  - 1 Credit Hour (over 80 work hours, i.e. two weeks minimum to begin to receive credit.)
  - 2 Credit Hours (over 160 work hours)
  - 3 Credit Hours (over 240 work hours)
  - 4 Credit Hours (over 320 work hours)
  - 5 Credit Hours (over 400 work hours)
  - 6 Credit Hours (over 480 work hours, or 12 weeks total.)
- Graduate students can earn up to 6 credit hours of Internship credit towards graduation if elective credits are available on the student’s degree plan.
- International Students:
  - International students must follow all applicable regulations and procedures of the International Student Services (ISS) office at Texas A&M University.
  - F-1 students must obtain a work authorization and apply for Curricular Practical Training (CPT) for internships involving work in the US.
  - Periods of part-time CPT do not count toward the 12-month limit of full-time CPT.
  - International Students who engage in 12 months or more of full-time CPT become ineligible for Optional Practical Training (OPT) after they graduate.
  - Requirements for applying for CPT:
    - Good academic standing with Texas A&M University,
    - Good legal status with the Department of Homeland Security (DHS), and
    - Lawful enrollment on a full-time basis for at least one full academic year (i.e. two long semesters, fall and spring) at Texas A&M University. (This also satisfies university requirements for work authorization, which for most students requires completing two long semesters of coursework.)
- Additional Summer Semester Internship Considerations:
  - We excuse from required summer courses (ECON 689-200, Strategies of Multinational Firms and ECON 689-200 Behavioral Finance) students who have an official internship that conflicts with 2nd summer session. This is the case with internships of more than 8 weeks total (e.g. longer than May 12 – July 7), which prevent the student from enrolling and attending these classes.
  - If international students return to their home country for an internship, they do not have to apply for CPT or work authorization in the US. However they do have to get their plans approved by the program coordinator, and register and pay tuition and fees if they want to receive academic credit for the work (or be excused from required summer courses.)
  - Summer CPT (not last semester): If the student will participate in CPT during a Summer term that is not the student’s last semester, they do not have to meet full-time enrollment requirements.

Grading Policy
This course is graded satisfactory/unsatisfactory (pass/fail). To earn a satisfactory for the class you must submit the Internship Information sheet and goals forms before the end of the second week of the internship, and the summary paper outlined below by the last day of the semester in which you are enrolled. Failure to turn in these items on schedule could result in a “failing” grade.

**Course Requirements**

Send (by FAX or as an attachment to an email) the Internship Information sheet and list of goals to the internship coordinator within the first 2 weeks of your internship.

**Summary Report:** all students enrolled in the internship are required to hand in a report summarizing their experience. Again, your summary report material should demonstrate your exposure to and thinking about a high-level managerial and strategic perspective on the firm for which you work. This should be in your own words. The main body of the paper cannot contain any cut or pasted information from the Internet; material that complements your summary and provides a more detailed understanding of your work assignment can be included as an appendix as long as it is clearly cited. All papers will be scrutinized for plagiarism.

**Report Length and Format:** Students must provide one page of summary for each hour of credit received, NOT including a cover sheet, e.g. a 3 page summary for a 3 credit hour internship. The cover sheet should include the student’s name, section, employer, and internship description/title. The paper MUST have margins that do not exceed one inch on all sides. The font size should not exceed 12 points and pages should be double-spaced. We reserve the right to return as unacceptable any paper with spelling or grammatical errors, or that does not meet these formatting standards. The paper is due on or before the last day of classes for the semester in which you are enrolled.

**Course Policies and Instructor Expectations**

- You are expected to have read the syllabus before your first day of employment.
- You are expected to check your email regularly and promptly read all messages from the department.
- If you experience any problems that require our assistance, or if your internship ends suddenly for any reason, or if you have any issues that might impact your completion of the requirements for this course, please contact the internship coordinator immediately.

**Academic Honesty**

The Aggie Honor Code is: "An Aggie does not lie, cheat, or steal or tolerate those who do." Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the TAMU community from the requirements or the processes of the Honor System. For additional information please visit: [http://aggiehonor.tamu.edu](http://aggiehonor.tamu.edu)

Students in this course, an internship for academic credit external to the university, will be held to a VERY HIGH level of responsibility. When you are employed in industry, you represent yourself, your classmates, future program graduates, and the entire university. Reputation is a large part of the continued and growing success of the program and institution. We expect you to be excellent ambassadors for everyone associated with your educational experience here.

**ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Cain Hall, Room B118, or call 845-1637. For additional information visit: [http://disability.tamu.edu](http://disability.tamu.edu)
Texas A&M University
Master of Science in Economics
Internship Information Sheet – Page 1

Student Name: ___________________________ Phone (___) _____________(H)

Semester: ________________ No. of internship credit hours: ______

Email: ______________________________ (___) __________________(W)

Degree: ____________________________ Grad Date: ________________

Site Supervisor Name ______________________ Phone (___) _____________

Title: ________________________________ email: ______________________

FAX ________________________________

Work Site: __________________________________________
(complete name of employer/company)

Location Address: __________________________________________

Start Date: ________________ End Date: ________________

Number of hours to be worked each week: _______________________

Student:
1. After discussion with your supervisor, fill out the second page.
2. Obtain the required signature, indicating your supervisor’s approval of your goals.
3. Submit two weeks after start date to the departmental internship coordinator, either by FAX: 979-847-8757, or as an attachment to an email: doug.eckel@tamu.edu
Texas A&M University  
Master of Science in Economics  
Internship Information Sheet – Page 2

Internship Goals/Objectives and Expectations for:

Student __________________________________________

Employer __________________________________________

List at least 3 specific learning goals/objectives for the semester:

<table>
<thead>
<tr>
<th>Learning Goal:</th>
<th>Specific Objectives:</th>
<th>Number of Hours to be spent on objectives each week</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Total hours/week</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of weeks</td>
<td></td>
</tr>
<tr>
<td>Total number of hours for the internship (multiply hours per week * number of weeks)</td>
<td></td>
</tr>
</tbody>
</table>

I have reviewed the Goals and Objectives as stated on the above form with the intern. I and the student agree to contact the internship coordinator during the course of the internship in the event that there is a significant departure from this plan that might impact the student's receiving their academic credit.

Signature of Site Supervisor ___________________________ Date ______________

I have reviewed the Goals and Objectives as stated on the above form. I agree to complete a summary report based on this plan at the conclusion of the semester.

Signature of Student Intern ___________________________ Date ______________
Texas A&M University
Departmental Request for a Change in Course
Undergraduate • Graduate • Professional
• Submit original form and attachments •

Form Instructions

1. Course request type:  □ Undergraduate  □ Graduate  □ First Professional (e.g., DVM, JD, MD, etc.)

2. Request submitted by (Department or Program Name):  Educational Administration & Human Resource Development (EAHR)

3. Course prefix, number and complete title of course:  EDAD 615, School Superintendency

4. Change requested
   a. Prerequisite(s):  From: EDAD 605 or approval of instructor  To: Graduate Classification
   b. Withdrawal (reason):
   c. Cross-list with:  Cross-listed courses require the signature of both department heads.
   d. Change in course title and description. Enter complete current course title and current course description in item 5; enter proposed course title and proposed course description in item 6. Complete item 7 for change in title.
   e. Change in course number, contact hours (lab & lecture), and semester credit hours. Complete item 7. Attach a course syllabus.

5. Is this an existing core curriculum course?  □ Yes  □ No

6. If this course will be stacked, please indicate the course number of the stacked course:

7. □ I verify that I have reviewed the FAQ for Export Control Basics for Distance Education (http://vpr.tamu.edu/resources/export-controls/export-controls-basics-for-distance-education).

8. Complete current course title and current catalog course description:

9. Complete proposed course title and proposed catalog course description (not to exceed 50 words):

10. a. As currently in course inventory:

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<thead>
<tr>
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<tbody>
<tr>
<td>EDAD</td>
<td>615</td>
<td>SCHOOL SUPERINTENDENCY</td>
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<th>Admin. Unit</th>
<th>FICE Code</th>
<th>Level</th>
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b. Change to:

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<th>Admin. Unit</th>
<th>Acad. Year</th>
<th>FICE Code</th>
<th>Level</th>
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</table>

Approval recommended by:
Fredrick M. Nafuldo 6/14/2014

Department Head or Program Chair (Type Name & Sign) Date

Chair, College Review Committee Date

Dean of College Date

Chair, GC or UCC Date

Submitted to Coordinating Board by:

Questions regarding this form should be directed to Sandra Williams at 845-8201 or sandra.williams@tamu.edu
Curricular Services – 04/14
Texas A&M University  
Departmental Request for a Change in Course  
Undergraduate • Graduate • Professional  
• Submit original form and attachments •

Form Instructions
1. Course request type:  
   - Undergraduate  
   - Graduate  
   - First Professional (e.g., DVM, JD, MD, etc.)
2. Request submitted by (Department or Program Name):  
   Educational Administration & Human Resource Development (EAHR)
3. Course prefix, number and complete title of course:  
   EDAD 651, Education Finance and Economics
4. Attach a brief supporting statement for changes made to items 4a through 4d and 6 below.

4. Change requested
   a. Prerequisite(s):  
      From: EDAD 608 or approval of instructor  
      To: Graduate Classification
   b. Withdrawal (reason):
   c. Cross-list with:
      Cross-listed courses require the signature of both department heads.
   d. Change in course title and description. Enter complete current course title and current course description in item 5; enter proposed course title and proposed course description in item 6. Complete item 7 for change in title.
   e. Change in course number, contact hours (lab & lecture), and semester credit hours. Complete item 7. Attach a course syllabus.
5. Is this an existing core curriculum course?  
   - Yes  
   - No
6. If this course will be stacked, please indicate the course number of the stacked course:
7. I verify that I have reviewed the FAQ for Export Control Basics for Distance Education (http://vpr.tamu.edu/resources/export-controls/export-controls-basics-for-distance-education).
8. Complete current course title and current catalog course description:

9. Complete proposed course title and proposed catalog course description (not to exceed 50 words):

10. a. As currently in course inventory:
    Prefix  
    EDAD
    Course #  
    651
    Title (excluding punctuation)  
    EDUC FINANCE & ECONOMICS
    Lect.  
    0
    Lab  
    3
    SCH  
    0
    CHP and Fund Code  
    035213010016
    Admin. Unit  
    08
    FICE Code  
    7600036632
    Level  
    6

b. Change to:
    Prefix  
    EDAD
    Course #  
    651
    Title (excluding punctuation)  
    EDUC FINANCE & ECONOMICS
    Lect.  
    0
    Lab  
    3
    SCH  
    0
    CHP and Fund Code  
    035213010016
    Admin. Unit  
    08
    Acad. Year  
    -
    FICE Code  
    7600036632
    Level  
    6

Approval recommended by:
Fredrick M. Nafukho  
Department Head or Program Chair (Type Name & Sign)  
Date  
6/12/2014
Chair, College Review Committee  
Date  
07/01/14
Dean of College  
Date  
07/01/14
Chair, GC or UCC  
Date  
5/12/14

Submitted to Coordinating Board by:
Associate Director, Curricular Services  
Date  
04/14

Effective Date  
07/01/14

Questions regarding this form should be directed to Sandra Williams at 845-8201 or sandra-williams@tamu.edu.
Texas A&M University
Departmental Request for a Change in Course
Undergraduate ° Graduate ° Professional
Submit original form and attachments

Form Instructions
1. Course request type:
   □ Undergraduate □ Graduate □ First Professional (ex. DPM, JD, MD, etc.)
2. Request submitted by (Department or Program Name): Educational Administration & Human Resource Development (EAHR)
3. Course prefix, number and complete title of course: EDAD 690, Theory of EDAD Research
4. Change requested
   a. Prerequisite(s): From: EHRD 651 or equivalent To: Graduate Classification
   b. Withdrawal (reason):
   c. Cross-list with:
   Cross-listed courses require the signature of both department heads.
   d. Change in course title and description. Enter complete current course title and current course description in item 5; enter proposed course title and proposed course description in item 6. Complete item 7 for change in title.
   e. Change in course number, contact hours (lab & lecture), and semester credit hours. Complete item 7. Attach a course syllabus.
5. Is this an existing core curriculum course? □ Yes □ No
6. If this course will be stacked, please indicate the course number of the stacked course:
7. □ I verify that I have reviewed the FAQ for Export Control Basics for Distance Education (http://vpr.tamu.edu/resources/export-controls/export-controls-basics-for-distance-education).
8. Complete current course title and current catalog course description:

9. Complete proposed course title and proposed catalog course description (not to exceed 50 words):

10. a. As currently in course inventory:
    Prefix | Course # | Title (excluding punctuation)
    EDAD   | 690      | THEORY OF EDAD RESEARCH
    Lect.  | Lab      | SCH   | CIP AND Fund Code | Admin. Unit | HICE Code | Level
    0      | 3        | 0     | 0                 | 3           | 1         | 0 4 1 1 0 0 4 0 8 7 6 0 0 3 6 3 2 6
    b. Change to:
    Prefix | Course # | Title (excluding punctuation)
    Lect.  | Lab      | SCH   | CIP AND Fund Code | Admin. Unit | Acad. Year | HICE Code
    Approval recommended by:
    Fredrick M. Nafakhoo
    Department Head or Program Chair (Type Name & Sign) Date
    Chair, College Review Committee Date
    Department Head or Program Chair (Type Name & Sign) (If cross-listed course) Date
    Dean of College Date
    Submitted to Coordinating Board by:
    Chair, GC or UCC Date
    Effective Date

Questions regarding this form should be directed to Sandra Williams at 845-8201 or sandra.williams@tamu.edu.
Curricular Services – 04/14
Texas A&M University
Departmental Request for a Change in Course
Undergraduate • Graduate • Professional
• Submit original form and attachments •

Form Instructions
1. Course request type:
   □ Undergraduate  □ Graduate  □ First Professional (e.g., DVM, JD, MD, etc.)

2. Request submitted by (Department or Program Name):
   Educational Administration & Human Resource Development (EAHR)
   EHRD 625, Organization Development & Performance in Human Resource Development

3. Course prefix, number and complete title of course:
   EHRD 625, Organization Development & Performance in Human Resource Development

4. Change requested
   a. Prerequisite(s): From: EHRD 601 or EHRD 603 or equivalent To: Graduate Classification
   b. Withdrawal (reason): 
   c. Cross-list with: 

   Cross-listed courses require the signature of both department heads.

d. Change in course title and description. Enter complete current course title and current course description in item 5; enter proposed course title and proposed course description in item 6. Complete item 7 for change in title.

   e. Change in course number, contact hours (lab & lecture), and semester credit hours. Complete item 7. Attach a course syllabus.

5. Is this an existing core curriculum course?
   □ Yes  □ No

6. If this course will be stacked, please indicate the course number of the stacked course:

7. □ I verify that I have reviewed the FAQ for Export Control Basics for Distance Education (http://vpr.tamu.edu/resources/export-controls/export-controls-basics-for-distance-education).

8. Complete current course title and current catalog course description:

9. Complete proposed course title and proposed catalog course description (not to exceed 50 words):

   a. As currently in course inventory:

   Prefix  Course #  Title (excluding punctuation)
   EHRD  625  ORG DEV & PERFORM IN HRD

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<th>Admin. Unit</th>
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   b. Change to:

   Prefix  Course #  Title (excluding punctuation)

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   Approval recommended by:

   Fredrick M. Nafakh  [Signature]  01/12/2014
   Department Head or Program Chair (Type Name & Sign) Date

   Chair, College Review Committee  07/01/14
   Date

   Department Head or Program Chair (Type Name & Sign) (if cross-listed course) Date

   Dean of College  07/01/14
   Date

   Chair, GC or UCC  08/12/14
   Date

Questions regarding this form should be directed to Sandra Williams at 845-8201 or sandra.williams@tamu.edu.
Curricular Services – 04/14
Texas A&M University
Departmental Request for a Change in Course
Undergraduate ♦ Graduate ♦ Professional
• Submit original form and attachments •

Form Instructions
1. Course request type: □ Undergraduate  □ Graduate  □ First Professional (e.g., DPM, JD, MD, etc.)
2. Request submitted by (Department or Program Name): Educational Administration & Human Resource Development (EAHR)
3. Course prefix, number and complete title of course: EHRD 628, Research and Publishing in Human Resource Development

Attach a brief supportive statement for changes made to items 4a thru 4d, and 6 below.

4. Change requested
   a. Prerequisite(s): From: ___________________________ To: Graduate Classification
   b. Withdrawal (reason): ____________________________
   c. Cross-list with: _________________________________
      Cross-listed courses require the signature of both department heads.
   d. Change in course title and description. Enter complete current course title and current course description in item 5; enter proposed course title and proposed course description in item 6. Complete item 7 for change in title.
   e. Change in course number, contact hours (lab & lecture), and semester credit hours. Complete item 7. Attach a course syllabus.

5. Is this an existing core curriculum course? □ Yes  □ No

6. If this course will be stacked, please indicate the course number of the stacked course: ____________________________

7. □ I verify that I have reviewed the FAQ for Export Control Basics for Distance Education (http://vpr.tamu.edu/resources/export-controls/export-controls-basics-for-distance-education).

8. Complete current course title and current catalog course description:

9. Complete proposed course title and proposed catalog course description (not to exceed 50 words):

10. a. As currently in course inventory:

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b. Change to:

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Approval recommended by:
Fredrick M. Naboko  6/12/2014
Department Head or Program Chair (Type Name & Sign)

Chair, College Review Committee  07/01/14
Date

Submitted to Coordinating Board by:
Chair, GC or UCC  8-12-14
Date

Questions regarding this form should be directed to Sandra Williams at 845-8201 or sandra-williams@tamu.edu.
Curricular Services – 04/14