CBM003 ADD/CHANGE FORM

☒ Undergraduate Council
☐ New Course ☒ Course Change

Core Category: _____ Effective Fall 2011 or

Graduate/Professional Studies Council
☐ New Course ☐ Course Change
Effective Fall _____

1. Department: HDCS College: TECH

2. Faculty Contact Person: Holly M. Hutchins Telephone: 3-4059 Email: hmhutchins@uh.edu

3. Course Information on New/Revised course:
   - Instructional Area / Course Number / Long Course Title:
     HRD / 4397 / Selected Topics in Human Resources Development
   - Instructional Area / Course Number / Short Course Title (30 characters max.)
     HRD / 4397 / SELECTED TOPICS IN HRD
   - SCH: 3.00 Level: SR CIP Code: 52.1005 Lect Hrs: 3 Lab Hrs: 0

4. Justification for adding/changing course: **To more accurately reflect course content/level**

5. Was the proposed/revised course previously offered as a special topics course? ☐ Yes ☒ No
   If Yes, please complete:
   - Instructional Area / Course Number / Long Course Title:
     _____ / _____ / _____
   - Course ID: _____ Effective Date (currently active row): _____

6. Authorized Degree Program(s): B.S. Human Resource Development
   - Does this course affect major/minor requirements in the College/Department? ☐ Yes ☒ No
   - Does this course affect major/minor requirements in other Colleges/Departments? ☐ Yes ☒ No
   - Can the course be repeated for credit? ☐ Yes ☒ No (if yes, include in course description)

7. Grade Option: Letter (A, B, C…) Instruction Type: lecture ONLY (Note: Lect/Lab info. must match item 3, above.)

8. If this form involves a change to an existing course, please obtain the following information from the course inventory: Instructional Area / Course Number / Long Course Title
   TRDE / 4397 / Selected Topics in Training and Development
   - Course ID: 44434 Effective Date (currently active row): 8202007

9. Proposed Catalog Description: (If there are no prerequisites, type in "none").
   Cr: 3. (3-0). Prerequisites: Approval of the department chair. Description (30 words max.): May be repeated when topics vary.

10. Dean’s Signature: ___________________ Date: 10/10/00

   Print/Type Name: Fred Lewallen, Associate Dean for Academic Affairs

- September 16, 2009 update -