Course Change Request

School of Physical Education and Tourism Management

1. School/Division: School of Physical Education and Tourism Management
2. Academic Subject Code: TCEM
3. Current Course Number: 181
4. Current Credit Hours: 3
5. Current Title: Lodging Industry Operations
6. Effective Semester/Year for changes listed below: Fall 2009
7. Instructor: Staff

Type of Change Requested (Check appropriate boxes and indicate changes)

☐ 8. Change course number to: ___________________________ (must be cleared with University Enrollment Services)

   Change to: Lodging Industry Operations
   Recommended abbreviation (optional) ___________________________ (Limited to 8 Characters including spaces)
   Change to credit hours fixed at: ___________________________ or variable from: ___________________________ to ___________________________
   Change to credit hours fixed at: ___________________________ or variable from: ___________________________ to ___________________________

☐ 10. Current lecture contact hours fixed at: ___________________________ or variable from: ___________________________ to ___________________________
    Change to lecture contact hours fixed at: ___________________________ or variable from: ___________________________ to ___________________________

☐ 11. Current non-lecture contact hours fixed at: ___________________________ or variable from: ___________________________ to ___________________________
    Change to non-lecture contact hours fixed at: ___________________________ or variable from: ___________________________ to ___________________________

☐ 12. Is this course currently graded with S-F (only) grades? Yes ___ No ___
    Change to S-F (only) grading? Yes ___ No ___

☐ 13. Does this course presently have variable title approval? Yes ___ No ___
    Is variable title approval being requested? Yes ___ No ___

☐ 14. Is this course being discontinued? For all campuses ___________ or for this campus only ___________

☐ 15. Current course description: Concepts of organization, communication, ethics, and policy formulation in the front office. Introducing the basic techniques and trends in systems and equipment available to meet the needs of the management and the guest.

Change course description to (not to exceed 50 words): Concepts of organization, communication, ethics, and policy formulation in the hotel industry. Introducing the basic techniques and trends in systems and equipment available to meet the needs of the management and the guest.

☐ 16. Justification for change: Revised plan of study to meet industry needs.

(Use additional paper if necessary)

☐ 17. Are the necessary reading materials currently available in the appropriate library? Yes ___ No ___

☐ 18. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of this course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: ___________________________ Date: ______________
Department Chairman/Division Director

Approved by: ___________________________ Date: __________
Dean

Date
Chancellor/Vice-President

Date
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UP 725
University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White