UMBC UGC Instructions for Change in Existing Course Form (Revised 2/2015)

Course number & title: Enter the current course number and title of the course at the top of the page.

Date submitted: The date that the form will be submitted to the UGC.

Effective date: The semester that the change will be effective, if approved.

Contact information: Provide the contact information of the Chair or UPD of the department housing the course. If the course is not housed in a department or program, then provide the same information for the head of the appropriate academic unit. (See UGC Procedures.) If another faculty member should also be contacted for questions about the request and be notified about UGC actions on the request, include that person's contact information on the second line.

Course information: Provide all of the current information for this course. Check the "change" column for aspects of the course that will be changed by this proposal and provide the specific changes. Unchanged fields may be left blank under the "proposed" column. *Note: all 300- and 400-level courses must have prerequisites or recommended preparation.*

Course number: For cross-listed courses, provide all the numbers for the course.

Transcript title: Limited to 30 characters, including spaces. Leave the current transcript title blank if this is not known.

Recommended Course Preparation: *Please note that all 300 and 400 level courses should have either recommended course preparation(s) or prerequisite(s) and that 100 or 200 level courses may have them.*
Here fill in what previous course(s) a student should have taken to succeed in the course. These recommendations will NOT be enforced by the registration system. Please explain your choices in the "rationale" (discussed below).

Prerequisite: *Please note that all 300 and 400 level courses should have either recommended course preparation(s) or prerequisite(s)* Here fill in course(s) students need to have taken before they enroll in this course. These prerequisites will be enforced through the registration system. Please explain your choices in the "rationale" (discussed below).

NOTE: Please use the words "AND" and "OR", along with parentheses as appropriate, in the lists of prerequisites and recommended preparation so that the requirements specified will be interpreted unambiguously.

NOTE: Unless otherwise indicated, a prerequisite is assumed to be passed with a "D" or better.

Maximum total credits: This should be equal to the number of credits for courses that cannot be repeated for credit. For courses that may be repeated for credit, enter the maximum total number of credits a student can receive from this course. E.g., enter 6 credits for a 3 credit course that may be taken a second time for credit, but not for a third time. Please note that this does NOT refer to how many times a class may be retaken for a higher grade.

Grading method(s): Check all that apply.

Current catalog description: Provide the course description as it appears in the current undergraduate catalog or since the last UGC-approved change.

Proposed catalog description: If this proposal involves a change in the course description, provide the exact wording of the course description as it will appear in the next undergraduate catalog. Course descriptions should be a) no longer than 75 words, b) stated in complete sentences, and c) avoid reference to specific details that may not always pertain (e.g., dates, events, etc.). Leave blank if this proposal does not change the course description. Course descriptions should not repeat information about prerequisites (which are always listed alongside the course description).

Rationale: Provide a brief explanation for the need for the proposed changes.

Cross-listed courses: Requests to change cross-listed courses must be accompanied by letters of support via email from all involved department chairs. Proposals for the addition of a cross-listing to an existing course must include as a part of the rationale the specific reason why cross-listing is appropriate. Email from all involved department chairs is also required when cross-listing is removed and when a cross-listed course is discontinued. Please note that Special Topics cannot be cross-listed.

Note: the UGC form is a Microsoft Word form. You should be able to enter most of the information by tabbing through the fields. The document is protected. In the rare case that you need to unprotect the document, use the password 'ugcform'. Beware that you will lose all the data entered in the form's fields if you unlock and lock the document.

UMBC UGC Change in Existing Course: IS 350: Business Communications Systems

	Name	Email	Phone	Dept
Dept Chair or UPD	Carolyn Seaman	cseaman@umbc.edu	53937	IS
Other Contact				

COURSE INFORMATION: (please provide all information in the "current" column, and only the information changing in the "proposed" column)

change		current	proposed
☐	Course Number(s)	IS 350	
☐	Formal Title	Business Communication Systems	
☐	Transcript Title (≤30c)	Business Comm Systems	
☐	Recommended Course Preparation		
x	Prerequisite **NOTE:** Unless otherwise indicated, a prerequisite is assumed to be passed with a "D" or better.	IS 300 and MATH 155 with a C or better. This course is available to BTA majors only.	IS 300 and (MATH 155 **or MATH 151**) with a C or better. Students must be a BTA major **OR** an IS minor to enroll in this course.
☐	Credits	3	
☐	Repeatable?	☐ Yes x No	☐ Yes ☐ No
☐	Max. Total Credits	3	**Max. Total Credits:** This should be equal to the number of credits for courses that cannot be repeated for credit. For courses that may be repeated for credit, enter the maximum total number of credits a student can receive from this course. E.g., enter 6 credits for a 3 credit course that may be taken a second time for credit, but not for a third time. Please note that this does NOT refer to how many times a class may be retaken for a higher grade.
☐	Grading Method(s)	x Reg (A-F) ☐ Audit ☐ Pass-Fail	☐ Reg (A-F) ☐ Audit ☐ Pass-Fail

CURRENT CATALOG DESCRIPTION:
A survey of business data communications for end users of computer networks. Students will gain a basic understanding of the features, operations and limitations of different types of communications and network systems. Topics covered include: fundamentals of data and signals, telecommunications systems, wired and wireless media, error control, local-area networks, wide-area networks, the Internet and network security. This course will provide the student the knowledge and ability to interact with the system professional administering these areas.

PROPOSED CATALOG DESCRIPTION (no longer than 75 words**):** leave blank if no changes are being proposed to the catalog description. NOTE: information about prerequisites should NOT appear in the catalog description.)

RATIONALE FOR CHANGE:
All other IS courses with a calculus prerequisite designate that prerequisite as "either MATH 155 or MATH 151". MATH 155 is sufficient for the IS and BTA majors, but many students come into our department with MATH 151 from a prior institution or major, so we accept both in all cases. For some unknown reason, this particular course was overlooked and does not have the optional MATH 151 prereq, so we would like to remedy that.

This course is a core course in the BTA major curriculum, and so was designated as limited to BTA majors (in part to discourage IS majors from taking it, as it overlaps a great deal with one of the required IS major courses). When we created the IS minor a few years ago, we added this course to the list of possible electives for the minor, but neglected to loosen the registration restriction to BTA majors only, necessitating a lot of special permissions.