Proposal Title:
Request to modify contact hours for HCMA 4340 and modify prerequisite grade minimum for ECON 4369, HCMA 4310, and HCMA 4320

Department Chair
I have read the enclosed proposal and approve this proposal on behalf of the department.

[Signature]
[Date]

College Curriculum Committee Chairperson
I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

[Signature]
[Date]

College Dean
I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

[Signature]
[Date]

Graduate Council/Undergraduate Curriculum Committee
Council Action:  □ Approved  □ Returned to the College

Date of Action Report: ____________________________

[Signature, Chairman]
[Date]
MEMO

DATE: January 31, 2019

FROM: Rigoberto I. Delgado, Associate Professor
       Juan M. Bolaños, Student Success Manager

THROUGH: Timothy Roth, Department Chair, Economics and Finance

TO: Fernando Jiménez Arévalo, Associate Dean for Academic Affairs
     College of Business Administration

SUBJECT: Requested Changes for HCMA Prerequisite Grade Minimum and Contact Hours

We are requesting two changes to the Healthcare Management (HCMA) certificate courses:

1) ECON 4369, HCMA 4310, and HCMA 4320 currently list a minimum grade of C or better for the pre-requisite course MGMT 3303. This is not in line with the College’s minimum grade requirement for MGMT 3303, for all COBA undergraduate students. In order to be aligned and uniform with the College’s policy, we request that the minimum requirement of a grade of C or better earned in MGMT 3303 be changed to a minimum of D or better.

2) HCMA 4340 is listed as a lecture course in the University Catalog, with 3 contact hours specified under “Lecture Hours.” To meet the format of the class, which is a practicum course involving local industry partners in the healthcare sector, we request that the course contact hours be changed to a total of 6 hours specified under “Other Hours.”

Enclosed are the Course Change Forms for each of the changes specified above. We have also included the syllabus for HCMA 4340, to provide a justification for this change in the course contact hours.

General questions or concerns regarding this request can be referred to Dr. Rigoberto Delgado, Associate Professor (rdelgado16@utep.edu) or Juan M. Bolaños, Student Success Manager (jmbolanos@utep.edu).
COURSE CHANGE FORM

All fields below are required

College: Business Administration  Department: Economics and Finance

Rationale for changing the course:
This course is intended to be a practicum with 80% contact hours spent with industry partners in the healthcare sector. Consequently, the description of "Lecture Hours" does not correspond with the format of the class. We are requesting that the listing change to "Other Hours" of engagement. This requested change is based on similar special topics/problems courses offered at the University.

All fields below are required

Subject Prefix and number HCMA 4340

Course Title Healthcare Management Practicum

<table>
<thead>
<tr>
<th>Change</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. Prerequisite</td>
<td>Ex. POLS 2310</td>
<td>Ex. POLS 2312</td>
</tr>
<tr>
<td>Course Contact Hours</td>
<td>Lecture Hours: 3</td>
<td>Other Hours: 6</td>
</tr>
</tbody>
</table>

These changes will be reflected in Banner, Goldmine, and the catalog