

Request to Add/Change a Course in Course Catalog

(Do not use to schedule a class)

Course Information*(all information is required)

New Course

Change an existing course

Date new course/changes are to go into effect (must be in the future) _____

Subject Area _____

Catalogue Number _____

Credits _____

Course Title: _____

Course description: _____

Course Details(all information is required)

Prerequisite course number _____ Prerequisite course name _____

Prerequisite course number _____ Prerequisite course name _____

Prerequisite course number _____ Prerequisite course name _____

Co-requisite course number _____ Co-requisite course name _____

Other Requirements _____

Course is cross listed with course _____

MUST BE APPROVED BY THE UNDERGRADUATE OR GRADUATE POLICY COMMITTEE CHAIRPERSON

Course Component

Lecture; Laboratory; Clinical; Recitation; Dissertation; Field Studies; Practicum;
 Independent Study; Private Lesson; Research; Seminar; Studio; Thesis Research;

Grading Basis

Graded(A,B, C etc) Sat/U(satisfactory/unsatisfactory) PR/U(Thesis/Dissertations only)

General Education

If the course will apply toward a General Education Requirements please check which requirement:

Arts & Humanities; Arts&Humanities plus Diversity; Arts&Humanities plus Ethics;
 Arts&Humanities plus Diversity andEthics; Science; Science with lab; Science with lab option;
 Social Sciences; Social Sciences plus Diversity; Social Sciences plus Ethics;
 Soc Sci plus Diversity&Ethics; Technology; Technology with lab; Technology with lab optional;

*General Education Coordinator signature_____

*Date of signature:_____

Major Requirement

This course will apply toward a major requirement.

In this department In another department
Department course will apply to_____

Signature of Department Chairperson/Coordinator_____

Date of Signature:_____

Course entered by_____ Records Office Use: Date_____

Course ID:_____

Distribution to: Advising Center

Forward completed forms to:

UGRD Courses – Art Mittler (OL137, x - 3775) – Chair of Undergraduate Policy Committee (UPC)
GRAD Courses – James Sherwood (Mechanical Engineering, x - 3313) – Chair of Graduate Policy Committee (GPAC)