

# Request to Add/Change a Course in Course Catalogue

(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)