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______________________________________________

March 27, 2009
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:________________________________________________________________________

Records Office Use:

Course entered by_______________________ 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)