

Course Addition/Change/Deletion Form

Hamline University Graduate Schools

Use this form to create a new course, change existing course specifications, or inactivate an existing course. Complete entirely before returning to Registration & Records.

School/Program/Department	Requested by/Date	Learning Community/ Cohort Name (if applicable)

Basic Course Information

Check one:

- Create new course
 Change an existing course
 Inactivate an existing course

Effective Term	Subject	Course Number (leave blank if new course)	Full Course Title	Credit Value	Repeatable for credit? (Y/N—if Y how many times?)	Grade Default (A-F or Pass/No Pass)

If changing an existing course, what is changing?

Who is allowed to take this course? (List all the specific programs)

List course prerequisites/corequisites:

Accounting Information:			
FUND (e.g. 100)	ORGN (e.g. 404)	PROG (e.g. 01)	PERCENT (e.g. 100%)

Course Description (as it will appear in Bulletin; please limit to 50 words or less)

REQUIRED APPROVALS

- Approved: Program Governance/Curriculum Committee
 Name of Committee: _____
 Representative's Signature/Date: _____
- Approved: Program Director
 Program Director's Signature/Date: _____
- Approved: School Dean
 School Dean's Signature/Date: _____

Note: All additions, changes, deletions will be included in the next Bulletin publication. Submit this form to the Graduate Schools Registrar, Law Grad Building 113. Please call x2804 if you have questions.