

Use this form to create a new course, change existing course specifications, or inactivate an existing course. Complete entirely before returning to Registration & Records, East Hall 113. **NOTE: All additions, changes, deletions will be included in the next *Bulletin* publication.** Call x2804 with questions. Last revised: January 11, 2011.

School/Program/Department	Requested by	Date	Learning Community/Cohort (if applicable)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

BASIC COURSE INFORMATION

Check one: Create new course Change existing course Inactivate 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)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

If changing an existing course, what is changing?

What majors/programs are allowed to take this course? (list specific majors/programs or ALL)

What are the course prerequisites/corequisites?

Accounting Information:

FUND (e.g 100)	ORGN (e.g 404)	PROG (e.g 01)	PERCENT (e.g 100%)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

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

REQUIRED APPROVALS

Approved: Program Governance/Curriculum Committee

Committee Name:

Representative Signature/Date: _____

Approved: Program Director/Department Chair

Director/Chair Name:

Director/Chair Signature/Date: _____

Approved: School Dean

Dean Signature/Date: _____