# StackedBlockMwrapped_web.gifCourse Approval Request Form

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|  | **CHECK APPROPRIATE BOXES FOR ALL CHANGES** |
| **Action Requested**[ ]  New Course[ ]  Modification of Existing Course[ ]  Deletion of Existing Course | Date of Submission:     Effective Term:   |
| **[ ]**  | **Course Offered** [ ]  Indefinitely[ ]  One term only | **RO USE ONLY****Date Received:**Date Completed: Completed By: |
|  | CURRENT LISTING | REQUESTED LISTING |
| **[ ]**  | Dept (Home):      Subject:      Catalog:      | Dept (Home):      Subject:      Catalog:      |
| [ ]  | [ ]  Course is Cross-Listed with Other Departments | [ ]  Course is Cross-Listed with Other Departments |
| Department      | Subject      | Catalog Number     | Department      | Subject      | Catalog Number     |
|       |       |      |       |       |      |
|       |       |      |       |       |      |
| [ ]  | Course Title (full title)      | Course Title (full title)      |
| [ ]  | Abbreviated Title (20 char)      | Abbreviated Title (20 char)      |
| [ ]  | Course Description (Please limit to 50 words and attach separate sheet if necessary)      |
| **[ ]**  | **Full Term Credit Hours** | **Half Term Credit Hours** |
| Undergraduate Min:     Undergraduate Max:      | Graduate Min:     Graduate Max:      | Undergraduate Min:     Undergraduate Max:      | Graduate Min:     Graduate Max:      |
| **[ ]**  | **Course Credit Type** |
|  | **Repeatability** |
| **[ ]**  | [ ]  Course is Repeatable for CreditMaximum number of repeatable credits:     | [ ]  Course is Y graded[ ]  Can be taken more than once in the same term |

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| Subject:       Catalog:      |
| **[ ]**  | **Grading Basis**[ ]  Graded (A – E)[ ]  Credit/No Credit[ ]  Satisfactory/Unsatisfactory[ ]  Pass/Fail[ ]  Business Administration Grading[ ]  Not for Credit[ ]  Not for Degree Credit[ ]  Degree Credit Only | Add Consent[ ]  Department Consent[ ]  Instructor Consent[ ]  No Consent | Drop Consent[ ]  Department Consent[ ]  Instructor Consent[ ]  No Consent |
|  | CURRENT LISTING | REQUESTED LISTING |
| [ ]  | Advisory Prerequisite (254 char)      | Advisory Prerequisite (254 char)      |
| [ ]  | Enforced Prerequisite (254 char)     Minimum grade requirement:       | Enforced Prerequisite (254 char)     Minimum grade requirement:       |
| [ ]  | **Credit Exclusions**      | **Credit Exclusions**      |
| **[ ]**  | **Course Components**[ ]  Lecture[ ]  Seminar[ ]  Recitation[ ]  Lab[ ]  Discussion[ ]  Independent Study | **Graded Component**[ ] [ ] [ ] [ ] [ ] [ ]  | Terms Typically Offered (Please select only one) or  |
| Instructor Name:       | Instructor Title:       |
| **SIGNATURES ARE REQUIRED FROM ALL DEPARTMENTS INVOLVED** |
| Contact Person:       | Email:       | Phone:       |
| **Curriculum Committee:** | **Date:** |
| **Dept Chair(s):****Home Department:** | **Date:** |
| **Cross-Listed Department:** | **Date:** |
| **Cross-Listed Department:** | **Date:** |
| **Cross-Listed Department:** | **Date:** |