Course Approval / Modification Form

For existing courses check the box below and fill in course I.D. To change I.D. or for new courses then proceed to next box below.

☐ Existing Course I.D. Number: |___|___|___|___| - |___|___|___|
(subject) (number)

Check new or modified I.D. and fill in suggested I.D.

☐ New Course I.D. ☐ Modified Course I.D. |___|___|___|___| - |___|___|___|
(subject) (number)

Number should suggest level of instruction (100 = Introductory, 200 = Some background required, 300/400 = Advanced level, 500= Graduate level)

Check box below and list current course title for reference.

☐ Existing Course Title: |_____|
|_____|

Check box below and list title for new courses or modified title for existing courses. Note: A change in title that reflects a substantial content change may best be handled by creating a new course. Use this rule of thumb: students taking both the existing and new titled courses in which the material covered was predominantly the same, then a change in title is appropriate. If the material is substantially different, then a new course should be proposed.

☐ New/Modified Course Title: |_____|
|_____|
(Titles must be limited to 30 characters in length - PLEASE PRINT)

Check the appropriate box below for each item:

Course Credit: ☐ Full Course ☐ Half Course ☐ Other: |_____|

Course Offered: ☐ Fall Semester ☐ Spring Semester ☐ Summer Semester

Course Frequency: ☐ One Time Only ☐ Annually ☐ Alternate Year

Course Prerequisites: |_____|

Course Catalog Description: .....

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(Attach additional page if necessary)

Reason for new course or modification: .....

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(Attach additional page if necessary)

_____ Date: _____ _____ Date: _____

Approval: **Divisional Chair** (new & changes) Approval: **Dean of the College** (new courses only)

Discipline Coordinators are to complete form and submit to Chair. After all approvals form is forwarded to the Office of the Registrar.
New I.D. numbers will be verified by the Office of the Registrar for uniqueness.