NEW COURSE APPROVAL FORM

STEP 1 - PROVIDE COURSE INFORMATION

COURSE TITLE: ___________________________________________ EFFECTIVE TERM: ____________________________

TITLE FOR TRANSCRIPT (computer generated): ________________________________________________________________
(Maximum 30 characters, including spaces)

SUBJECT CODE/COURSE NUMBER: ______________________ CROSS-LISTED COURSES: ______________________________

REPEAT LIMIT: __________ SEMESTER HOURS: __________ LEVEL: UG GRAD DOCTORAL LAW
(Max number of times course may be taken for credit) (CIRCLE ONE OR MORE)

GRADE OPTION: A-F CRD/NCR AUD

CHALLENGEABLE: Y N

PREREQUISITES: ________________________________________ COREQUISITES: ________________________________

MAJOR/MINOR PROGRAM FULFILLMENT: ________________________________________________________________

(Indicate Core, Elective, Emphasis fulfillment)

USE THE FOLLOWING RESTRICTIONS TO LIMIT ENROLLMENT TO ELIGIBLE STUDENTS ONLY:

RESTRICTED TO MAJOR: __________________

(e.g. Psychology, Art, Business Admin)

RESTRICTED TO LEVEL: UG GRAD DOCTORAL

(CIRCLE ONE)

RESTRICTED TO PROGRAM: __________________

(e.g. Psy.D., M.Ed., B.S., Biology)

RESTRICTED TO CAMPUS: ________________________

COURSE DESCRIPTION TO APPEAR ON MY LAVERNE (Attach separate sheet, if necessary):

(NEW COURSE OUTLINE MUST ACCOMPANY REQUEST FORM)

STEP 2 – COURSE AUTHOR

SUBMITTED BY: ____________________________________________ (Printed Name) (Signature) (Department)

STEP 3 – APPROVAL BY PROGRAM/DEPARTMENT CHAIR

BY: ______________________________________________________ (Program/Department Chair Signature) (Cross-List Program/Department Chair Signature)

STEP 4 – ACADEMIC DEAN APPROVAL

APPROVED BY: ____________________________________________ (Academic Dean Signature) (Cross List Academic Dean Signature)

COMMENTS (DEPT CHAIR AND/OR DEAN)

________________________________________________________________________________________________________

________________________________________________________________________________________________________

IN BANNER: ____________________

Initials Date