This Form should be used whenever a School/College proposes a new course or modifies an existing course. Please fill in the appropriate blanks and follow the Curricular Review Procedures located in the Academic Policy Manual. Catalog Course Changes become effective the summer of each new catalog year, unless granted special permission by the Office of Academic Affairs.

Submit by December 1 for inclusion in 2013-14 catalog. If received after December 3, this form will be held for the next catalog cycle.

COURSE INFORMATION

Subject: ____________ Course Number: ____________ Implement Change for: Summer Qtr. 2013 Year

Course Title (30 characters): each block represents a letter, a space or a character.

Publication Title (Up to 100 characters) __________________________________________________________

New Course [ ] (fill in all appropriate information) [ ] Change to course (Fill in only those items that need to be changed) [ ] Inactivate Course

School/College: ____________________________ Department (Determines Catalog Grouping): ________________

Special Approval: __________________________________________________________ (i.e.: Instructor Signature)

Credits: Minimum ____________ Maximum ____________ Please circle the appropriate Level: UG GR DR

Repeatable: [ ] Yes [ ] No If YES, choose one: (1) # of Times: ____________ (2) Total # of Credits: ____________

Grading Mode: ________________ (see directions for options) Schedule Types: ____________ ____________ (see directions for options)

(R or I) (L or N)

Co-Requisites: ____________________________ Pre-Requisites: ____________________________ Concurrent: Yes [ ] No (circle one)

Equivalents: __________________________________________________________ (i.e. - Math 1360 is equivalent to Bus 1360)

Tuition Detail Code: ____________ Description: ____________________________ Amt: ________ Per Credit/Flat (circle one)

Fee Code: ____________ Description: ____________________________ Amt: ________ Per Credit/Flat (circle one)

Catalog Text Description: __________________________________________________________

Degree Attributes: Undergraduate courses only

Common Curriculum (___) Foundation (______) Ways of Knowing (_______) Ways of Engaging (_______)
(Requires Curriculum Committee approval) indicate category indicate category indicate category

Circle all that apply Upper Division Distance Learning Writing (Director: Campus Writing must approve)
Registration Restrictions: (indicate all those that apply and circle the appropriate restrictions)

Class: ____________________________ Include/Exclude Level: ____________________________ Include/Exclude
Major: ____________________________ Include/Exclude School: ____________________________ Include/Exclude

I/We approve this course under the conditions listed above.

1. Department Chair: __________________________________ Date: ____________________________
2. Graduate Director: __________________________________ Date: ____________________________
3. School/College Dean: ____________________________ Date: ____________________________
4. Curriculum Committee: ____________________________ Date: ____________________________

SAS Use Only: Entered By: ____________________________ Date: ____________