

COURSE RECORD FORM

*Use to add a new course, drop a course, or to make a course change.
This form is to be completed by the Department Chair and attached to the proposal.*

SECTION A

- CGE-Graduate** **CUE-Undergraduate** **PST**
*(**For 500 or 600 level courses, joint review by CUE and CGE is needed to ensure consistency.)*

ACTION (✓) :

- New Course (Complete Sections A & B.)
 Drop Course (Complete Section A only.)
 Change Course (Complete Section A and only areas that will change in Section B.)

DEPARTMENT NAME: _____ Dept. Prefix/Number/Title _____
(If new course, enter number selected by dept.)

EFFECTIVE TERM: Fall Spring Summer 20____

IMPACT: Major Minor Curriculum

DRAFT OF CATALOG REVISION (attach)

SECTION B *(Complete only areas that will change.)*

COURSE TITLE: _____

COURSE DESCRIPTION (Attach revised description for catalog.)

Cross-Listed with: _____
(Dept. Prefix/Number)

Pre-Requisites: _____

Co-Requisites: _____

COURSE FEE: _____

GRADING BASIS: ABC/NC _____ P/NP _____ Pass/Fail _____ No Grade _____

PERMISSION REQUIRED: Department _____ Instructor _____ None _____

COURSE COMPONENT:

Lecture _____ Laboratory _____ Seminar _____ Field Studies _____ Self-Paced _____
Supervision _____ Thesis Research _____ Practicum/Internship _____ Online _____

Dean's Signature: _____ Date: _____

FOR REGISTRAR'S OFFICE ONLY:

People Soft Course ID# _____ Entered into PeopleSoft Date: _____

Registrar's Office Signature: _____

Distribution by Registrar to: Provost, Dean, Department Chair, CUE/CGE Chair