

## Course Addition to the Undergraduate Bulletin/Catalog

Effective Term: \_\_\_\_\_

Subject Code: \_\_\_\_\_ Course Number: \_\_\_\_\_ College (AS or SB): \_\_\_\_\_

Course Title (30 character limit, including spaces): \_\_\_\_\_

Lab Fee: \_\_\_\_\_ Special Tuition – Amount: \_\_\_\_\_ Fee Type (Flat, Per Credit): \_\_\_\_\_

Grade Mode (please check all that apply): Standard Letter \_\_\_\_\_ Audit \_\_\_\_\_ Pass/Fail \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Lecture Hours<sup>1</sup>: \_\_\_\_\_ Lab Hours<sup>2</sup>: \_\_\_\_\_ Contact Hours<sup>3</sup>: \_\_\_\_\_ CEU Hours: \_\_\_\_\_

<sup>1</sup>- Hours the instructor will be in classroom contact with the students per week

<sup>2</sup>- Hours the instructor will be in lab contact with the students per week

<sup>3</sup>- Hours the instructor will be in classroom/lab contact with the students per week

Are students allowed to repeat this course? \_\_\_\_\_

If yes, please indicate-

- The maximum hours that can be earned: \_\_\_\_\_
- The maximum hours that can count towards degree requirements: \_\_\_\_\_

Schedule Type/Delivery Method (Courses can have more than one type at the Catalog level - please circle all that apply):

Code	Description	Code	Description	Code	Description
AA	Academic Advising	INR	Independent Research	RPR	Individual Research Project
ACT	Activity Course	INT	Internship	SE	Seminar
CO	Cooperative Education	LB	Lab	ST	Studio
CPS	Capstone Course	LE	Lecture	STA	Study Abroad
EXP	Experiential	OIN	Online Independent Study	TCH	Student Teaching
FLD	Field Experience	OTH	Other	TH	Thesis or Essay
HYB	Hybrid-Online&Classroom Course	PE	Performance	WE	Web/Online Course
I/S	Internship & Seminar	PEM	Permanent Employment	WK	Workshop
IMM	Immersion	PR	Practicum	WW	Online Workshop
IND	Independent Study	RDG	Readings		

Co-requisite(s): \_\_\_\_\_

This co-requisite is required to be taken at the same time as the primary course. **This area is not to be used for prerequisites with concurrency.**

Prerequisite(s)/Prerequisite(s) with concurrency\*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Indicating a prerequisite with concurrency means that the courses can be taken simultaneously. **Please mark these with an asterisk.**

Equivalent Course(s): \_\_\_\_\_

List any previous course numbers if this course was ever been offered under a different course number or subject

**Registration Restriction (please choose all that apply and also specify the appropriate code or codes):**

Selecting any of these will allow only students who fit these criteria to register for the course.

Department		e.g. HS (to restrict to History department)
Major		e.g. AC (to restrict to declared AC majors)
Class		e.g. Freshman, Sophomore, etc.
Program		e.g. SCC-CR (Program codes (including tracks))
Student Attribute		e.g. HNRS (to restrict to Honors students)
Cohort		e.g. FR 13 (for students who entered in Fall 2013)

**Attribute/Old Core Code\* (please circle all that apply):**

\*Note: Core designations must be approved by the Core Director.

Code	Description	Code	Description	Code	Description
QA	Africana Studies Concentration	IBL	Internat Bus with Lang & Cultr	NS	Neuroscience Concentration
AG	Aging Studies Concentration	II	Div. II-Humanities	PA	Public Adm&Policy Studies Conc
BC	Biochem/Mol Bio Concentration	III	Div. III-Social Sciences	PC	Political Commun Concentration
CS	Catholic Studies	IM	Internatl Econ & Mod Lang Conc	PG	Perspctv on Sex & Gen Conc
D	D - Diversity	IS	International Studies Conc	PJHR	Peace, Justice & Human Rights
EA	E. Asian Studies	IT	Italian Studies Concentration	PP	Population & Public Health
EM	Econ/Math Concentration	IV	Div. IV-Sciences & Mathematics	R	R-Asia,Africa,Latin America
ER	Minor in Entrepreneurship	L	Literature	S	S-Western Nations
EV	Environ Studies Concentration	LA	Lat Amer Studies Concentration	SLC	Service Learning Course
FBS	Forensic Behavioral Science	LAB	Laboratory	V	Div.V-Philosophy & Rel Studies
H	Honors	LP	Leadership Minor	W	W-Writing Intensive
I	Div. I-Basic Core	ME	Mod European Studies	WG	Women's & Gender Studies
IB	Internatl Bus Concentration	NP	Nonprofit Administration		

**New Core Code\* (please circle all that apply):**

\*Note: Core designations must be approved by the Core Committee.

Code	Description	Code	Description	Code	Description
QA	Quantitative Analysis	EGC	Engaging the Global Community	ENW	Exploring the Natural World
EHE	Examining Human Experience	SOC	Social Science component of Integrated Courses	SJ	Social Justice
CAPA	Creative and Performing Arts	PLKR	Philosophy Knowledge & Reality	PLVS	Philosophy Value & Society
AW	Additional Writing Course	PCT	Additional Presentation Component; Use of Technology	C	Capstone Experience

**For CAPP/Degree Audit building purposes, please explain how this course meets major /minor degree requirements (please be as specific as possible):**

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**Please attach a copy of the course description to this form.**

Department Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Core Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once approved, please send copy to AVP's Office and Registrar's Office for processing.