

## Course Addition to the Banner Catalog (Graduate)

Items in **RED** are REQUIRED

**Effective Term:** \_\_\_\_\_ **Subject Code:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_

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

**College (AS or SB):** \_\_\_\_\_ **Division (BSOB, HUM, SMH, SSEG):** \_\_\_\_\_

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

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

**Grade Mode (please check all that apply):**  Standard  Audit  Pass/Fail  Satisfactory/Unsatisfactory (0 credit)

**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

**Is this course repeatable? (Is the course offered with different content, i.e. Special Topics?) (yes or no)** \_\_\_\_\_

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 but **NOT** at the section level - please circle all that apply at the catalog level):

Code	Description	Code	Description	Code	Description
CO	Cooperative Education	INT	Internship	RPR	Individual Research Project
CPS	Capstone Course	LB	Lab	SE	Seminar
EXP	Experiential	LE	Lecture	TCH	Student Teaching
FLD	Field Experience	OIN	Online Independent Study	TH	Thesis or Essay
HYB	Hybrid-Online&Classroom Course	OTH	Other	WE	Web/Online Course
I/S	Internship & Seminar	PR	Practicum	WK	Workshop
IND	Independent Study	RDG	Readings	WW	Online Workshop
INR	Independent Research				

**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

**Mutually Exclusive Course(s):** \_\_\_\_\_

List any course numbers that cannot be taken with or in addition to this course. (Content of both courses have enough overlap to justify only allowing a student to register for one of the courses, but not both.)

**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		i.e. ED (to restrict to Education department)
	Program		i.e. MED (For M.Ed. program only)
	Major		i.e. EDEP (to restrict to Educational Psychology majors)

**For CAPP/Degree Audit building purposes, please explain how this course meets major/minor degree audit requirements (i.e Can this course count as a major elective? Does it meet a specific requirement for a minor?) (This question is not asking how the course addresses learning goals or pedagogical rationale.)**

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

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

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

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

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

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