

# NEW COURSE APPROVAL FORM

(QM use only)

## 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  
(CIRCLE ONE OR MORE)

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: \_\_\_\_\_ RESTRICTED TO LEVEL: UG GRAD DOCTORAL  
(e.g. Psychology, Art, Business Admin) (CIRCLE ONE)

RESTRICTED TO PROGRAM: \_\_\_\_\_ RESTRICTED TO CAMPUS: \_\_\_\_\_  
(e.g. Psy.D., M.Ed., B.S., Biology)

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