

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) (CHECK ONE OR MORE)

GRADE OPTION: A-F CRD/NCR AUD CHALLENGEABLE: Y N
(CHECK 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 LAW
(e.g. Psychology, Art, Business Admin) (CHECK ONE)

RESTRICTED TO PROGRAM: _____
(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