



Office of the Registrar

COURSE APPROVAL FORM

Please complete fully for new courses. Old course #s may not be reused. Incomplete forms may be returned.

Type of Approval: New Course Deactivate Course Reactivate Course

Course: _____
 Department Course # Tags (if applicable) Effective Term/Semester Effective Year

Have all tags been approved via UCC or RAAD Council? Yes No (complete a Gen Ed Course Proposal Form) N/A

Exact Course Title (maximum of 35 characters, including spaces)

Cross-listed with: _____

Pre-requisites: _____ Co-requisites: _____

Credits: _____ Enrollment Capacity: _____ Pass/Fail? Yes No

Prevent online self-registration? Yes No

If students repeat the course, can they earn credit for each instance? Yes No

Catalog Description: (Please also indicate pre-requisites at end of course description.)

Rationale for New Course/Reactivation/Deactivation:

SPECIAL APPROVAL:

(if applicable)

_____ _____
 Cross-listed Courses: Chair(s) of Cross-listing Dept. Date
 RAAD Courses: RAAD Council Chair

REQUIRED SIGNATURES:

Department Chair or Dean of School (as appropriate) Date

Assistant Dean for Academic Operations Date

FOR OFFICE USE ONLY

PROCESSED BY: _____ DATE: _____ Pre-Reqs. D.A.C. – ARC: _____