New Course Addition

The following information is required when a course will be added to the Catalog Master.

Course Information

Department: _____

Course Subject (eg. EDUC): _____   Course Number: _____

Complete Title: _____

Number of Credits: _____   Academic Level: ☐ Undergraduate ☐ Graduate

Grading System: ☐ A-F (undergraduate) ☐ A-C; F (graduate)   ☐ S/U   ☐ No grade given

Catalog Ready Course Description: _____

_____

_____

_____

_____

Requisite Information

List all requisites associated with this course, one per box.

_____ _____ Course Subject Number	☐ Required ☐ Recommended ☐ Previous ☐ Concurrent ☐ Previous or Concurrent	_____ _____ Course Subject Number	☐ Required ☐ Recommended ☐ Previous ☐ Concurrent ☐ Previous or Concurrent
_____ _____ Course Subject Number	☐ Required ☐ Recommended ☐ Previous ☐ Concurrent ☐ Previous or Concurrent	_____ _____ Course Subject Number	☐ Required ☐ Recommended ☐ Previous ☐ Concurrent ☐ Previous or Concurrent

Fiscal Management Information

If a course fee will be assessed, please provide the amount, type, and reason below.

Course Fee: $_____   Course Fee Type: ☐ Per Credit   ☐ Per course

Reason for assessing the course fee: _____

_____