REQUEST TO THE REGISTRAR FOR NEW COURSE NUMBER
(To be completed and submitted by the Department Head)

Date of Request: _______________________________

Course Title: _______________________________________

Course Abbreviation: _________________________________________________________________

(must be 20 characters or less including spaces)

Activity Type (see Definition of Terms): _________________________________________________

Number of credit hours: (If Lec/Lab indicate credit hours for each) LEC_______, LAB________

Course Level: A: _____ Undergraduate B: _____ Graduate or C: _____ Undergraduate and Graduate

This information should appear in one of the following catalogs or both:
   _____ a. Undergraduate catalog
   _____ b. Graduate catalog or
   _____ c. both catalogs

If the course will be cross-listed with another course, indicate the cross-listed course(s) name and number: __________________________________________________________________________

Semester course will first be offered: _________________________________________________

Brief Course Description: (40 words or less)

Department Head’s signature: __________________ Date: ____________________________

Dean’s signature: __________________ Date: ____________________________

NOTE: A copy of this approved form must accompany the materials sent to the Undergraduate Curriculum Committee and/or Graduate Council as part of the information submitted for the approval of a new course offering.

OFFICE OF THE REGISTRAR USE ONLY

Request Approved: Yes: __________________

No (state reason)

NEW COURSE NUMBER ASSIGNED: __________________ DATE: ______________________

Carolyn Joyce, Assistant Registrar
Academic Services