**SECTION 1: NEW COURSE PROPOSAL**

**PLEASE NOTE:** For appropriate inclusion of this course it is important to complete all items in this section.

**Subject Area/Proposed Catalog No.:** ____________________________ Credit Hours: ______ Contact Hours (if different): ______

**Course Title:** ____________________________ Effective Semester: ______ IPEDS Code: ______

**Catalog Description:**

\[
\text{\underline{Prerequisite Course(s):}} \quad \text{\underline{Co-requisite Course(s):}} \\
\]

**Lab Fee (if Applicable):** ____________________________ (If a new course, attach separate sheet justifying fee request.)

**Course Format:** Lecture Lab Gym Web Other ______

**Course Level:**

- Undergraduate
- Developmental
- Freshman
- Sophomore
- Junior
- Senior

- Graduate
- Prerequisite
- 1st year
- 2nd year
- 3rd year
- Doctoral

**Restrictions:** for example, Executive MBA only, Accelerated Nursing only, Educational Leadership only, Video Majors only.

**Message:** for example, Adult Learners, Need Web Account, Sophomore Standing, Department Chair Approval.

**Please Specify**

**Course Replacement:** ____________________________ (Please complete Section 3 if this is a replacement for an active course.)

**Course Equivalencies:**

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**SECTION 2: COURSE REVISION**

**Catalog No.:** ____________________________ **Course:** ____________________________ **Title:** ____________________________

**Please check revision(s):**

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**Revision(s):**

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**SECTION 3: COURSE INACTIVATION**

**Catalog No.:** ____________________________ **Course Title:** ____________________________ **Effective Semester:** ______

**APPROVALS:**

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<th>Date</th>
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\[
\text{\underline{THIS SECTION TO BE COMPLETED BY ENROLLMENT SERVICES}}
\]

**Catalog Description Reviewed:** ____________________________ **Date:** ______

**Catalog Course Authorization Entered:** ____________________________ **Date:** ______

**Distribution:**

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