

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 the one of 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