

# COURSE RECORD FORM

Use to add a new course, drop a course, or to make a course change.  
This form is to be completed by the Department Chair and attached to the proposal.

## SECTION A

**CGE-Graduate**

**CUE-Undergraduate**

**PST**

(\*\*For 500 or 600 level courses, joint review by CUE and CGE is needed to ensure consistency.)

### ACTION (✓) :

New Course (Complete Sections A & B.)

Drop Course (Complete Section A only.)

Change Course (Complete Section A and only areas that will change in Section B.)

**DEPT NAME:** \_\_\_\_\_ Dept Prefix/Nbr/Title \_\_\_\_\_ ( )  
(If new course, enter number selected by dept.) (credits)

**EFFECTIVE TERM:** Fall Spring Summer 20\_\_\_\_

**IMPACT:** Major Minor Curriculum

**DRAFT OF CATALOG REVISION** (attach)

## SECTION B (Complete only areas that will change.)

**COURSE TITLE:** \_\_\_\_\_ ( )  
(credits)

### COURSE DESCRIPTION (Attach revised description for catalog.)

Cross-Listed with: \_\_\_\_\_  
(Dept. Prefix/Number)

Pre-Requisites: \_\_\_\_\_

Co-Requisites: \_\_\_\_\_

**COURSE FEE:** \_\_\_\_\_

**GRADING BASIS:** ABC/NC \_\_\_\_\_ P/NP \_\_\_\_\_ Pass/Fail \_\_\_\_\_ No Grade \_\_\_\_\_

**PERMISSION REQUIRED:** Department \_\_\_\_\_ Instructor \_\_\_\_\_ None \_\_\_\_\_

### COURSE COMPONENT:

Lecture \_\_\_\_\_ Laboratory \_\_\_\_\_ Seminar \_\_\_\_\_ Field Studies \_\_\_\_\_ Self-Paced \_\_\_\_\_

Supervision \_\_\_\_\_ Thesis Research \_\_\_\_\_ Practicum/Internship \_\_\_\_\_ Online \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR REGISTRAR'S OFFICE ONLY:

People Soft Course ID# \_\_\_\_\_ Entered into PeopleSoft Date: \_\_\_\_\_

Registrar's Office Signature: \_\_\_\_\_

Distribution by Registrar to: Provost, Dean, Department Chair, CUE/CGE Chair