

# Request for Approval New Course/Course Change

Submitted by: \_\_\_\_\_

Department Contact and Phone extension

GE Committee Chair/Date

GE Effective Term

Effective Term: \_\_\_\_\_

Semester & Year

School Dean/Date

Approved by: \_\_\_\_\_

Curriculum Committee Chair/Date

Approved by: \_\_\_\_\_

Department Chair/Date

Director of Academic Operations/Date

Crse ID# (1)	Crse Subj	Crse #	Total Units	Split Units	Class APDB Mapping Value/CS# (2)	Course Title (this field in PeopleSoft only allows for 30 spaces)	Grading Basis (3)	Test Codes, Student Groups and/or Pre-requisites	Corequisites	Requirement Designation	GE/GRE attributes remove or continue(4)	Check if new or revised course description	ACTION: title change, unit change, add a requisite, change grade basis, add new course etc. (5)
example data 000356	BIOL	1009	3	2 lec 1 lab	01 lec 16 lab	Perspectives in Biology	N	None	none	B2	LDGE B2	X	Add new course

(1) Every course in PeopleSoft has a unique course ID: for all new courses a course ID number will be generated. Please submit to Academic Scheduling via email new and revised course descriptions.

(2) Provide Class APDB Mapping Value or CS#. Refer to PeopleSoft Components spreadsheet.

(3) Grading Basis: N=Graded; B=credit/no credit; P=remedial; S=Graded w/RP; T=CR/NC w/RP (S & T grade basis must be approved by Director of Academic Operations and Support).

(4) Changes to Gen Ed Area, Theme or GRE approved courses require signature by appropriate Committee Chair.

(5) What specific action needs to be taken with the course?