

Request for Approval New Course/Course Change

Submitted by: _____

Department Contact and Phone extension

GE Committee Chair/Date

GE Effective Term

Effective Term: _____

Quarter & 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 |
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- (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?