

Courses offered for the first time must be added to the catalog master before they are placed on a master schedule. Course numbers should be retired on discontinued courses.

DEPARTMENTAL COURSE INFORMATION

ADD

CHANGE

RETIRE

(Course will not be offered again)

Department: _____

Catalog Number: _____

Complete Title: _____
(Same as in the Next Official School Catalog)

Abbreviated Title: _____
(Fifteen Characters or Less Including Spaces)

Course Level: _____

Credits: _____

Grading System:

A - F

S / U

No Grade Given

FISCAL MANAGEMENT INFORMATION

COURSE FEE \$ _____

New

Change

COURSE FEE TYPE

Fee per credit

Fee per course

REASON FOR COURSE FEE _____
(Supplies, instructors, insurance, etc.) _____

If this is a new course, please provide the course description in this box:

← Chairperson's Signature _____ Date _____ →

REGISTRAR'S OFFICE

Entered: _____
White - Registrar

Yellow - Fiscal Management

Pink - Department