THE COLLEGE OF NEW JERSEY [ ] New Course

COURSE APPROVAL/CHANGE FORM [ ]  Deactivate course

[ ]  Modify Course

Does this replace a previous course? [ ]  No [ ]  Yes, course number

(A previous course may be replaced by **one** new course.)

Course name:

(30 characters, including spaces, maximum)

Course number (If NEW, number may be suggested, but final number (with prefix): assigned by Scheduling)

Term effective date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School(select one) | [ ] Arts and Communication | [ ] Business | [ ]  Humanities & Social Sciences | [ ] Education |
|  | [ ] Engineering | [ ] Nursing/HES | [ ] Science | [ ] No school (explain in comment box) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course level(if undergraduate) | [ ] 100 | [ ] 200 | [ ] 300 | [ ] 400 | [ ] 09x |
| (if graduate) | [ ] 500 | [ ] 600 | [ ] 700 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Proposed units:(if undergraduate) | [ ] 1 =4 SH | [ ]  .75=3 SH | [ ]  .5 =2 SH  | [ ] .25 = 1 SH  | [ ] variable (explain(in comment box) |
| (if graduate) | [ ] 1 credit | [ ] 2 credits | [ ] 3 credits | [ ] 4 credits | [ ] 5 credits | [ ] 6 credits | [ ] variable (explain in comment box) |

Is course repeatable for credit? [ ]  Yes [ ]  No If yes, how many times?

Are there pre-requisites? [ ]  Yes [ ]  No If yes, specify using “and”, “or” to clarify:

Are there co-requisites? [ ]  Yes [ ]  No If yes, specify using “and”, “or” to clarify:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Standard letter grade (GR) | [ ] Pass/Unsat with credit (PU) | [ ] Pass/Unsat no credit (DC) | [ ] Other (explain in comment box |

Grade

Type:

|  |  |  |
| --- | --- | --- |
| [ ] fall only | [ ] spring only | [ ] fall and spring |
| [ ] summer only | [ ] all terms | [ ] occasionally |

Offering

schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity code for primary activity: | [ ] Lecture /discussion (LDI) | [ ] Lecture (LEC) | [ ] Seminar (SEM) | [ ] Lecture/Studio (LSU) |
| [ ] Interactive Proficiency (INA) | [ ] Independent Research (INR) | [ ] Independent Study (IND) | [ ] Advance Tutorial/ Group Study (GPS) |
| [ ] Group Research (RES) | [ ] Large Ensemble (ENL) | [ ] Moderate Sized Ensemble (ENS) | [ ] Private Music Lessons (PVT) |
| [ ] Internship (INT) | [ ] Clinical (CNL) | [ ] Practicum (PRA) | [ ] Study Abroad Seminar |
| [ ] Study Abroad Independent | [ ] LDW |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activitycode for secondary activity: | [ ] No secondary activity | [ ] Laboratory (LAB) | [ ] Design (DES) | [ ] Recitation(RCT) |
| [ ] Studio (STU) | [ ] Practicum (PRA) | [ ] Conversation Hour (CHR | [ ] Conference Hour (CON) |

Is this course equivalent to any other? [ ]  Yes [ ]  No If yes, list course number(s)

and name(s):

Is this a topics course? ? [ ]  Yes [ ]  No If yes, what are the anticipated topic names? (This list can be added to as more topics become available.)

Are there any known Liberal Learning course attributes? [ ]  Yes [ ]  No If yes, please list. (This list can be altered as needed.)

Notes:

* Faculty weighted hours are determined by activity and weekly contact hours.
* Weekly contact hours are determined by the activity unless otherwise requested in the comment box below.
* Standard course cap is determined by the activity unless otherwise requested in the comment box below.

Comments:

Approvals:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Program Faculty Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Appropriate Comm. Date

 (Optional)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Date

***Once completed and approved, please forward an electronic copy of this form from the office of the dean to*** ***schedule@tcnj.edu*** ***AND attach a Word document with a short course description (approximately 50-100 words) as it will appear in the Bulletin.***

*Revised September, 2013*