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 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity  code 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***](mailto: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*