

COLLEGE COURSE FORM

<input type="checkbox"/> New Course	Subject Area _____
<input type="checkbox"/> Change/Add Cross-listing (circle)*	("PARENT" designation if cross-listed)
<input type="checkbox"/> Change Number/Title (circle)**	Course Number _____
<input type="checkbox"/> Change II III IV V (circle)	Cross-listed as ("Child"
<input type="checkbox"/> Delete (Complete I, V & VI only)	Subject Area & No. _____
	Cross-listed as ("Child"
	Subject Area & No. _____

I. Title: _____

II. Bulletin Copy (150 spaces):

III. This course will be offered: (a) initially _____;

(b) _____ once; _____ every semester; _____ alternate semesters; _____ summer school;

_____ other (explain) _____

(c) _____ with prerequisites/restrictions (explain) _____

IV. Credit:	Number of UNDERGRADUATE	Number of GRADUATE
	<u>Credit Hours</u>	<u>Credit Hours</u>
(a) 100-level	_____	0
(b) 200-level	_____	3 (unless other requested)
(c) 300-level	_____	0 (unless special request)
(d) 400-level	_____ (if open)	_____
(e) 500-level	_____ (if open)	_____

V. If you are changing the course number or title, or deleting the course, please list the numbers (e.g., HIENG001) of the Clusters that are affected. The Cluster Search Engine will then be modified. To add a new course to a Cluster, please also submit the revised Cluster Proposal form to the College Curriculum Committee.

VI. _____

Date Submitted	Instructor (Print)	Instructor (Sign)
_____	_____	_____
"PARENT" Department Chair (sign)	"CHILD" Department Chair (sign)	
_____	_____	
"CHILD" Department Chair (sign)	"CHILD" Department Chair (sign)	
_____	_____	

*If the course is already cross-listed, please circle the specific change/addition you are requesting.
 ** If changing title or number only, indicate current listing: _____

Dean's Approval _____ Date _____

_____ Date _____

College Course Numbering System

001-099	Non-credit classes
100-199	Introductory courses, usually at the first- and second-year level; no graduate credit
200-299	Courses at the third- and fourth-year level that may also carry graduate credit
300	Study Abroad
301-388	Experimental courses, advanced seminars, courses toward a degree with honors or distinction
389	Senior Seminar
390-395	Independent Courses
390	Supervised Teaching
391	Independent Study
392	Practicum
393	Senior Project
394	Internship
395	Independent Research
396	Independent Research – Hajim School
396-399	
400-489	Graduate courses at the master's level or the first year of graduate study; open to undergraduates if specified or by special arrangement.
490-499	Master's level reading or research courses
500-589	Advanced or specialized graduate courses, usually at the doctoral level. (May be taken by undergraduates or extra-departmental graduate students only by special arrangement.)