## Course Approval Request

<table>
<thead>
<tr>
<th>New Offering:</th>
<th>Revision:</th>
</tr>
</thead>
</table>

**To:** CAPP

**From:**

**Date:**

**Proposed Number and Title:**

**Title for Transcript (30 characters max.):**

**Instructor:**

<table>
<thead>
<tr>
<th>Credit:</th>
<th>Cross-List Subject/s</th>
<th>Cross-List Department or Committee Approval:</th>
</tr>
</thead>
</table>

**Timing:** (Every) Year Other Year Third Year Once

**Meetings per week:**

**Hours per week:**

Check all appropriate areas:

- Lecture
- Lab
- Conference
- Lab Lecture
- Studio

Is this course repeatable for additional credit?

- Yes
- No

If so, how many times?

**Status of Course (check one):**

- One time offering, to be taught by visiting faculty member
- Permanent offering, to replace
- New addition to the total offerings listed in the Catalog*
- Restoration of a course that was dropped from the catalog
- Revision of an approved course

*If this option is checked, what is the justification for increasing net offerings, and how will this affect faculty load?

**Prerequisites, if any:**

**This course meets the following requirements (if any row is blank, no initials are required)**

<table>
<thead>
<tr>
<th>Meets</th>
<th>Exceptions:</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
</table>

**Departmental:**

**Group (list all appropriate):**

**Divisional:**

**Other major:**

See page 2 for additional information
Approvals

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
</tr>
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<tbody>
<tr>
<td>CAPP</td>
<td></td>
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<tr>
<td>Faculty</td>
<td></td>
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</table>

Please indicate consideration of the relationship between expected workload and the proposed credit value (required for both Divisional and CAPP review).

Explain how the new course fits in the educational program of the department, the division, and the College as a whole.

Are current Library holdings adequate for the course? Yes No

If not, can you estimate the approximate cost of acquiring the materials needed? (While this is not a matter of educational policy, it is a matter of considerable importance in making the final decision as to whether this proposed course can be offered.)

Notes

1) A copy of this form must be returned to the Office of the Registrar to have a course number assigned and have the course listed in the Catalog.

2) Please attach a course description to this form.