

**THE COLLEGE OF NEW JERSEY**  
COURSE APPROVAL/CHANGE FORM

- New Course
- 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 (with  number (If NEW, number may be suggested, but final 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:

Grade Type:  Standard letter grade (GR)  Pass/Unsat with credit (PU)  Pass/Unsat no credit (DC)  Other (explain in comment box)

Offering schedule:  fall only  spring only  fall and spring  summer only  all terms  occasionally

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  Studio (STU)  Laboratory (LAB)  Practicum (PRA)  Design (DES)  Conversation Hour (CHR)  Recitation(RCT)  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.**