

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 occasionally
 summer only all terms

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

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 AND attach a Word document with a short course description (approximately 50-100 words) as it will appear in the Bulletin.