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| mason_logo | **Course Approval Form** | **For instructions:***http://registrar.gmu.edu/facultystaff/catalog-revisions/course/* |

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| --- | --- | --- |
| **Action Requested:** (definitions available at website above) | **Course Level:** |  |
|  | Create NEW  |  | Inactivate |  |  |  | Undergraduate |  | Graduate |
|  | Modify (check all that apply below) |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | Title |  | Repeat Status |  | Prereq/coreq |  | Grade Mode |
|  |  | Credits |  | Schedule Type |  | Restrictions |  | Other: |  |  |

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| **College/School:** |  | **Department:** |  |
| **Submitted by:** |  | **Ext:** |  | **Email:** |  |

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| **Subject Code:** |  | **Number:** |  | **Effective Term:** |  | Fall |  |
| (Do not list multiple codes or numbers. Each course proposal must have a separate form.) |  | Spring | *Year* | 20 |  |
|  | Summer |  |

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| **Title:** | Current |  |  | **Fulfills Mason Core Req?** (undergrad only) |
| Banner (30 characters max w/ spaces) |   |  |  | Currently fulfills requirement |
| New |  |  |  | Submission in progress |

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| **Credits:**(check one) |  | Fixed 🡪 |  |  |  |  | **Repeat Status:** (check one) |  | Not Repeatable (NR) |
|  | Variable 🡪 |  | to |  |  | Repeatable within degree (RD) 🡪 | Max credits allowed:(required for RT/RD status only) |  |
|  | Lec + Lab/Rct🡪  | 0 | or |  |  | Repeatable within term (RT) 🡪 |

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| **Grade Mode:** (check one) |  | Regular (A, B, C, etc.) | **Schedule Type:** (check one)LEC can include LAB or RCT if linked sections will be offered |  | Lecture (LEC) |  | Independent Study (IND) |  | Research (RSC) |
|  | Satisfactory/No Credit |  | Lab (LAB) |  | Seminar (SEM) |  | Student Teaching (STC) |
|  | Special (A, B C, etc. +IP) |  | Recitation (RCT) |  | Studio (STU) |  | Thesis (THS-798/799) |
|  |  |  | Internship (INT) |  | Activity (ACT) |  | Dissertation (DIS-998/999) |

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| **Prerequisite(s)**(NOTE: hard-coding requires separate Prereq Checking form; see above website)**:** | **Corequisite(s):** |  |
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| **Restrictions Enforced by System:** Major, College, Degree, Program, etc**.** Include Code(s). |  | **Equivalencies** (check only as applicable)**:** |  |
|  |  |  | YES, course is 100% equivalent to |  |  |
|  | YES, course renumbered to or replaces |  |

**Catalog Copy** (Consult University Catalog for models)

|  |  |
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| **Description** (No more than 60 words, use verb phrases and present tense) | **Notes** (List additional information for the course) |
|  |  |
| **Indicate number of contact hours:**  | Hours of Lecture or Seminar per week: |  | Hours of Lab or Studio: |  |  |
| **When Offered:** (check all that apply) |  | Fall |  | Summer |  | Spring |

**Approval Signatures**

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Department Approval | Date |  | College/School Approval | Date |

**If this course includes subject matter currently dealt with by any other units**, the originating department must circulate this proposal for review by those units and obtain the necessary signatures prior to submission. Failure to do so will delay action on this proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Name** | **Unit Approval Name** | **Unit Approver’s Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |

**Undergraduate or Graduate Council Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| UGC or GC Council Member |  | Provost’s Office  |  | UGC or GC Approval Date |
|  |  |  |  | *Form revised 11/10/2016* |

**Course Proposal Submitted to the College of Science Curriculum Committee (COSCC)**

The form above is processed by the Office of the University Registrar. This second page is for the COSCC’s reference. Please complete the applicable portions of this page to clearly communicate what the form above is requesting.

**FOR ALL COURSES** (required)

Course Number and Title:

Date of Departmental Approval:

**FOR INACTIVATED/REINSTATED COURSES** (required if inactivating/reinstating a course)

* + Reason for Inactivating/Reinstating:

**FOR MODIFIED COURSES** (required if modifying a course)

* + Summary of the Modification:
	+ Text before Modification (title, repeat status, catalog description, etc.):
	+ Text after Modification (title, repeat status, catalog description, etc.):
	+ Reason for the Modification:

**FOR NEW COURSES** (required if creating a new course)

* + Reason for the New Course:
	+ Relationship to Existing Programs:
	+ Relationship to Existing Courses:
	+ Semester of Initial Offering:
	+ Proposed Instructors:
	+ Insert Tentative Syllabus Below