



# Course Approval Form

For instructions see:  
<http://registrar.gmu.edu/facultystaff/catalog-revisions/course/>

### Action Requested:

Create new course     Inactivate existing course     Reinstate inactive course

Modify existing course (check all that apply)

Title     Credits     Repeat Status     Grade Type

Prereq/coreq     Schedule Type     Restrictions

Other: \_\_\_\_\_

### Course Level:

Undergraduate

Graduate

College/School:     Department:

Submitted by:     Ext:     Email:

Subject Code:     Number:     Effective Term:  Fall     Spring     Summer    Year:

(Do not list multiple codes or numbers. Each course proposal must have a separate form.)

Title: Current     Banner (30 characters max w/ spaces)     New

Fulfills Mason Core Req? (undergrad only)

Currently fulfills requirement

Submission in progress

Credits: (check one)  Fixed  Variable    or    to

Repeat Status: (check one)  Not Repeatable (NR)     Repeatable within degree (RD)     Repeatable within term (RT)    Maximum credits allowed:

Grade Mode: (check one)  Regular (A, B, C, etc.)     Satisfactory/No Credit     Special (A, B, C, etc. +IP)

Schedule Type: (check one)  Lecture (LEC)     Lab (LAB)     Recitation (RCT)     Internship (INT)

Independent Study (IND)     Seminar (SEM)     Studio (STU)

Prerequisite(s):     Corequisite(s):

Instructional Mode:

100% face-to-face

Hybrid: ≤ 50% electronically delivered

100% electronically delivered

Restrictions Enforced by System: Major, College, Degree, Program, etc. Include Code.

Are there equivalent course(s)?  Yes     No

If yes, please list \_\_\_\_\_

### Catalog Copy for NEW Courses Only (Consult University Catalog for models)

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

       \_\_\_\_\_    \_\_\_\_\_

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

### For Graduate Courses Only

\_\_\_\_\_  
Graduate Council Member    Provost Office    Graduate Council Approval Date