

If possible, print form on yellow paper.

COURSE CREATION FORM-UNDERGRADUATE

To be used by Department Chair or Dean. All items must be filled in, even if TBA or N/A is the answer

Date: _____ **Name:** _____ **Student ID Number:** _____ *(only if for one student)*

Select the semester section is to be offered:

Subject Code: _____ **Course Number:** _____ **Section Number:** _____

Title:
*(Must include **ST:** for X99 courses in the 28 characters maximum)*

Cross Listed Subject Code: _____ **Cross Listed CRS#:** _____ **Cross Listed SEC#:** _____

Class Size Total: _____ **Limit for this course:** _____ **Limit for cross listed course:** _____

Choose format: _____ **Choose one Approval Code:** _____

Credit Hours: _____ **Class Size Limit:** _____

Do the dates of this course differ from the regular semester dates? If so, please provide dates:

Days: _____ **Start Time:** _____ **Stop Time:** _____

Building: _____ **Room:** _____

Course Modality: _____

Instructor ID: _____ **Instructor Name *(last, first)*:** _____

Comment / Pre-requisites:

Is being in a specific major, minor or concentration required for enrollment? YES _____ NO _____
List Maj/Min or Con

DEPARTMENT CHAIR Signature
(required for all courses):

DEAN Signature (required for all courses):

PROVOST Signature (required for X99 courses & non-standard course dates):