



ADD A COURSE FORM (AA-03/22)

To: Vice President for Academic Affairs

From: _____ Title: _____ Date: _____

Academic Affairs Use Only:

Approved Denied Signature: _____ Date: _____

Explanation: _____

Term: _____ Year: _____ New Course: Yes No New Section: Yes No

Course Reference Number: _____ Subject: _____ Course Number: _____ Section: _____

Course Title: _____

Credit Hours: _____ Variable Credit Yes No Hybrid Online Synchronous Online Asynchronous

If course is Special Topics & Problems or not in the current catalog, please attach a Course Outline/Syllabus.

Justification for adding this course: _____

Enrollment Limit: _____ Grade Mode: N (A,B,C,D,F) B (Credit/No Credit)

Start Time: _____ End Time: _____ Days: _____ Building: _____ Room: _____

Instructor: _____ GSU ID #: _____

Starting Date: (Month, Day, Year) _____ Ending Date: (Month, Day, Year) _____

Please attach a list of students with their ID numbers who will be enrolling in the proposed course.

If this is an Off-Campus Course please mark all that apply below:

- Off-Campus other than HS (TC2) Dual Credit (DC1) Taught at a public High School (TC5)
- Early Entrance (EEP) Instructor Paid (SCB1)
- Web Mix-High School & Campus (MIXW) Instructor Not Paid (SCB2)