



# ADD A COURSE FORM (R/O-07/20)

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**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: \_\_\_\_\_ GSC 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)