

Prerequisites: Does this course have prerequisites? _____ (Yes/No)

If yes, please list all prerequisites. Be specific. Provide Subject Code, Course Number, the Minimum Grade for each prerequisite course, and Concurrency. Use parentheses as well as “and”/“or” statements.

Co-requisites: If this course has co-requisites, please specify each co-requisite course’s Subject Code and Course Number: _____

Registration Restrictions: If this course has registration restrictions within the areas below, please list and indicate if they are to be included or excluded:

Department: Include or Exclude _____ (STVDEPT list)

Field of Study (Major): Include or Exclude _____ (GTVLFST/STVMAJR lists)

Class: Include or Exclude _____ (STVCLAS list)

Level: Include or Exclude _____ (STVLEVEL list)

Degree: Include or Exclude _____ (STVDEGC list)

Program: Include or Exclude _____ (Existing Programs list)

College: Include or Exclude _____ (STVCOLL list)

Student Attribute: Include or Exclude _____ (STVATTS list)

Cohort: Include or Exclude _____ (STVCHRT list)

Equivalent Courses: _____

(Enter Subject, Course Number, Start Term, and End Term of each equivalent course)

Mutually Exclusive Courses: Is this course similar to another course in that it would preclude a student from receiving academic credit in all versions? _____ (Yes/No) [For example, if a student completed Math 1013, they should not register for Psychology 1167 or Sociology 1167 because they are defined as mutually exclusive.]

If yes, specify each mutually exclusive course by Subject, Course Number, Level, Grade, Start Term and End Term:

Degree Program Attributes: Please check all that apply to this course:

- WI – Writing Intensive
- HO – Honors
- GA – General Education Arts
- GB – General Education Human Behavior
- GD – General Education Diversity & Race
- GG – General Education Global/World Society
- GQ – General Education Quantitative Literacy
- GS – General Education Science & Technology
- GU – General Education US Society
- GW – General Education Analytical Reading/Writing
- GY – General Education Mosaics I
- GZ – General Education Mosaics II

*Please note the following:

- If this is an undergraduate writing intensive course, you must get approval from the Writing Committee before submitting this form for approval.
- If this is an undergraduate Honors course, you must get approval from the Honors Program Director.
- If this is a General Education course, you must get approval from the General Education Director.

Additional Information

1. Explain how this course proposal affects program requirements (i.e., specify if this course is an elective or a required course for a major, minor, concentration or certificate; specify if it is part of a change in array or part of an academic program proposal – specify the program):

2. Explain how this proposal affects other course requirements (i.e., is it a prerequisite or co-requisite for another course? If yes, specify the other course(s).):

3. If this proposal requests a change to credit hours, please specify how this change will affect the required number of credits for each impacted program (i.e., major, minor, concentration, certificate, etc.):

4. Will this course be taught at a non-Temple location? ____ (Yes/No) If yes, specify the location(s):

5. Is **special approval** needed for everyone in order to register for this course? ____ (Yes/No)

If yes, specify from whom students should get approval (e.g, department chair, program director, etc.): _____

(**Note:** This special approval should be added to the special approval field on the Schedule Form (SSASECT) when opening sections for this course.)

6. Does this course require a **special fee**? ____ (Yes/No) (**Note:** If yes for an academic course, the fee request must be approved by the University Fee Committee before it will be entered into Banner; fees for non-credit Continuing Education courses must be approved by the Provost's designated representative and are subject to annual review.)

7. If this is an academic credit course, will it be shorter or longer than the traditional 15-week fall or spring semester or the six-week summer term? ____ (Yes/No)

If yes, please specify the length of this course: _____

8. If this is a continuing education or open learning course, please specify the expected length of the course in days or weeks: _____

Required Signature from Dean or Dean's Designee:

This proposal has gone through the necessary approval processes as outlined by the by-laws, governance structure, or practices of the school/college, and I approve the proposal on behalf of the school/college.

Dean (or Dean's designee) Signature

Date

For Office of the Provost Use Only:

_____ Date	_____ Date
General Education Director	Sr. Vice Provost for Undergraduate Studies
_____ Date	_____ Date
Honors Director	Graduate School
_____ Date	_____ Date
Writing Center Director	Office of the Deputy Provost

Finance-Related Approvals:

_____ Date	_____ Date
Assistant Vice President for Budget	Bursar