

# CLARKSON UNIVERSITY COURSE CHANGE / APPROVAL FORM

School \_\_\_\_\_  
Department \_\_\_\_\_

This form must be used for the approval of course additions, changes, or modifications. Please use one form per course.  
See Operations Manual section 6.1 "Procedures for Academic Changes" [http://www.clarkson.edu/hr/op\\_manual.html](http://www.clarkson.edu/hr/op_manual.html)

**New Course Offering (Complete only for brand new courses) – ALL FIELDS REQUIRED**

Subject & Number: \_\_\_\_\_ Cross-listed Subject & Number:  N/A or \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Description:

Pre/Corequisites (if any) \_\_\_\_\_

Number of Credits: \_\_\_\_\_ Grading Basis: \_\_\_\_\_ When Offered: \_\_\_\_\_

Optional: Common Experience: CSO CGI EC IA IG STS UNIV | C1 C2 | TECH

**Change a course currently on record (only complete those fields which are changing)**

**Indicate course to be changed** \_\_\_\_\_ (Incl. any cross-listings)

Title \_\_\_\_\_

Subject or Catalog Number \_\_\_\_\_  Grading basis \_\_\_\_\_

Number of Credits \_\_\_\_\_  When offered \_\_\_\_\_

Deactivate course \_\_\_\_\_  Reactivate course \_\_\_\_\_

Prerequisite \_\_\_\_\_

Corequisite \_\_\_\_\_

Course equivalency \_\_\_\_\_  
(if 2+ departments are involved, both must sign)

Course description (enter new description below):

Common Experience (Undergraduate Courses Only):

Knowledge area CSO CGI EC IA IG STS UNIV

Communication point C1 C2

Technology course

**APPROVALS**

[Electronic Signature Instructions](#)

Department Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Equivalent Course Dept Chair (if any): \_\_\_\_\_ Date: \_\_\_\_\_

*The Chair signature certifies compliance with credit-hour requirements as outlined in Clarkson Regulations II-D*

School Curriculum Committee (if any): \_\_\_\_\_ Date: \_\_\_\_\_

Common Experience Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Dean \_\_\_\_\_ Date: \_\_\_\_\_

Date forwarded to SAS: \_\_\_\_\_

**SAS USE ONLY**

Date entered into Catalog \_\_\_\_\_ Effective Semester: \_\_\_\_\_

Notes: \_\_\_\_\_