

Course Creation Request Form

Course Description:	
Long Course Title:	
Long Course Description:	
Effective Date:	Effective Status: <input type="checkbox"/> Active <input type="checkbox"/> Not Active
Course Code (3 digits):	
Course Status (Approved/Pending/Denied):	
Maximum Number of Units (Credit Hours):	
Academic Group(Course Related College Name):	
Academic Career:	
Subject Area (Max. 8 Characters):	
Campus:	
Academic Organization (Academic Group + Campus):	
Course Components:	
List the Component that Has to Be Graded:	
Class Attendance required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Attendance Type: <input type="radio"/> Class Meeting <input type="radio"/> Conference <input type="radio"/> Field Trip <input type="radio"/> Instructor Consultation <input type="radio"/> Study Group	
Requested by	Requested on
Reviewed by Dean/Associate Dean	Reviewed on
Approved by (Director, Educational Affairs)	Approved on