

## REQUEST FOR COURSE APPROVAL

All requests for new courses and / or changes must be submitted to the Curriculum and Instruction Committee for approval **AFTER** receiving approval from the appropriate Administrator and Vice-President of Instruction/CAO. Attach a copy of the Master Course Syllabus.

Date of Submission: \_\_\_\_\_ Proposed Course Initiation (Semester/Year): \_\_\_\_\_

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

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

Prerequisite Courses: \_\_\_\_\_

Brief description of course (or change) and its purpose:

Check all that apply:

Course Information:     New Course     Cr Hr Change     Title Change     Inactive → Active

Classification:     Academic     Vocational     Remedial / Developmental

Program & CIP Code: \_\_\_\_\_

Credit Hours: \_\_\_\_\_    Revised Credit Hours: \_\_\_\_\_    Contact Hours: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Signature: \_\_\_\_\_

(Printed Name)

(Title)

**Approvals below are required before submission to Curriculum and Instruction Committee.**

\_\_\_\_\_  
Dean-Academics    **OR**    Dean-Technical Education    \_\_\_\_\_  
Date

\_\_\_\_\_  
Director-Enrollment Management    \_\_\_\_\_  
Date

**System-Wide Transfer    Yes / No    KSRN #: \_\_\_\_\_**

\_\_\_\_\_  
Vice President-Instruction/CAO    \_\_\_\_\_  
Date

### FOR CURRICULUM AND INSTRUCTIONAL COMMITTEE USE ONLY

Approved     Denied     No Action

Academic     Vocational     Remedial/Developmental

Comments:

\_\_\_\_\_  
Chairperson-Curriculum & Instruction Committee    \_\_\_\_\_  
Date

\_\_\_\_\_  
Director-Institutional Research/Research Analyst    \_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President-Inst Effectiveness & Accountability    \_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar    \_\_\_\_\_  
Date