



# Course Approval Form

For instructions see:  
<http://registrar.gmu.edu/facultystaff/catalog-revisions/course/>

### Action Requested:

Create new course       Inactivate existing course

Modify existing course (check all that apply)

Title       Credits       Repeat Status       Grade Type

Prereq/coreq       Schedule Type       Restrictions

Other: \_\_\_\_\_

### Course Level:

Undergraduate

Graduate

College/School:  Department:

Submitted by:  Ext:  Email:

Subject Code:  Number:  Effective Term:  Fall  Spring  Summer Year:

(Do not list multiple codes or numbers. Each course proposal must have a separate form.)

Title: Current  Fulfills Mason Core Req? (undergrad only)

Banner (30 characters max w/ spaces)

New

Currently fulfills requirement

Submission in progress

Credits: (check one)  Fixed  Variable or to

Repeat Status: (check one)  Not Repeatable (NR)  Repeatable within degree (RD)  Repeatable within term (RT) Maximum credits allowed:

Grade Mode: (check one)  Regular (A, B, C, etc.)  Satisfactory/No Credit  Special (A, B, C, etc. +IP)

Schedule Type: (check one)  Lecture (LEC)  Lab (LAB)  Recitation (RCT)  Internship (INT)

Independent Study (IND)  Seminar (SEM)  Studio (STU)

Prerequisite(s):

Corequisite(s):

Instructional Mode:  100% face-to-face  Hybrid: ≤ 50% electronically delivered  100% electronically delivered

Restrictions Enforced by System: Major, College, Degree, Program, etc. (include code)

Equivalencies: (check only as applicable)

YES, course is 100% equivalent to: \_\_\_\_\_

YES, course is being renumbered to/will replace the following: \_\_\_\_\_

### Catalog Copy for NEW Courses Only (Consult University Catalog for models)

Description (No more than 60 words, use verb phrases and present tense)	Notes (List additional information for the course)

Indicate number of contact hours: Hours of Lecture or Seminar per week:  Hours of Lab or Studio:

When Offered: (check all that apply)  Fall  Summer  Spring

### Approval Signatures

Department Approval \_\_\_\_\_ Date \_\_\_\_\_ College/School Approval \_\_\_\_\_ Date \_\_\_\_\_

If this course includes subject matter currently dealt with by any other units, the originating department must circulate this proposal for review by those units and obtain the necessary signatures prior to submission. Failure to do so will delay action on this proposal.

Unit Name	Unit Approval Name	Unit Approver's Signature	Date

### For Graduate Courses Only

Graduate Council Member \_\_\_\_\_ Provost Office \_\_\_\_\_ Graduate Council Approval Date \_\_\_\_\_

## **Course Proposal Submitted to the College of Science Curriculum Committee (COSCC)**

The form above is processed by the Office of the University Registrar. This second page is for the COSCC's reference. Please complete the applicable portions of this page to clearly communicate what the form above is requesting.

---

### **FOR ALL COURSES** (required)

Course Number and Title: BIOL 622- Methods and Principles of Animal Taxonomy

Date of Departmental Approval:

### **FOR INACTIVATED/REINSTATED COURSES** (required if inactivating/reinstating a course)

- Reason for Inactivating/Reinstating:  
Course hasn't been taught in the last five years.

### **FOR MODIFIED COURSES** (required if modifying a course)

- Summary of the Modification:
- Text before Modification (title, repeat status, catalog description, etc.):
- Text after Modification (title, repeat status, catalog description, etc.):
- Reason for the Modification:

### **FOR NEW COURSES** (required if creating a new course)

- Reason for the New Course:
  - Relationship to Existing Programs:
  - Relationship to Existing Courses:
  - Semester of Initial Offering:
  - Proposed Instructors:
  - Insert Tentative Syllabus Below
-