



# Course Approval Form

For instructions:

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

**Action Requested:** (definitions available at website above)

Create NEW       Inactivate  
 Modify (check all that apply below)

**Course Level:**

Undergraduate     Graduate

Title (must be 75% similar to original)     Repeat Status     Prereq/coreq     Grade Mode  
 Credits     Schedule Type     Restrictions     Other: \_\_\_\_\_

**College/School:**     **Department:**   
**Submitted by:**     **Ext:**     **Email:**

**Subject Code:**     **Number:**     **Effective Term:**  Fall  
 Spring    Year   
 Summer  
(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 →     to   
 Variable →     Lec + Lab/Rct →     or   
**Repeat Status:** (check one)     Not Repeatable (NR)  
 Repeatable within degree (RD) →    **Max credits allowed:**   
 Repeatable within term (RT) →    (required for RT/RD status only)

**Grade Mode:** (check one)     Regular (A, B, C, etc.)  
 Satisfactory/No Credit  
 Special (A, B, C, etc. +IP)  
**Schedule Type:** (check one)  
LEC can include LAB or RCT if linked sections will be offered  
 Lecture (LEC)     Independent Study (IND)  
 Lab (LAB)     Seminar (SEM)  
 Recitation (RCT)     Studio (STU)  
 Internship (INT)

**Prerequisite(s)** (NOTE: hard-coding requires separate Prereq Checking form; see above website):

**Corequisite(s):**

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**Restrictions Enforced by System:** Major, College, Degree, Program, etc. Include Code(s).

**Equivalencies** (check only as applicable):

	<input type="checkbox"/> YES, course is 100% equivalent to _____
	<input type="checkbox"/> YES, course renumbered to or replaces _____

Catalog Copy (Consult University Catalog for models)

<b>Description</b> (No more than 60 words, use verb phrases and present tense)	<b>Notes</b> (List additional information for the course)
<b>Indicate number of contact hours:</b> <b>When Offered:</b> (check all that apply) <input type="checkbox"/> Fall <input type="checkbox"/> Summer <input type="checkbox"/> Spring	Hours of Lecture or Seminar per week: <input type="text"/> Hours of Lab or Studio: <input type="text"/>

## 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's 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.

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

Course Number and Title: MATH 998, PhD Thesis Proposal

Date of Departmental Approval:

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

- Reason for Inactivating/Reinstating:

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

- Summary of the Modification: Changing title to remove the word "thesis"
- Text before Modification (title, repeat status, catalog description, etc.): PhD Thesis Proposal
- Text after Modification (title, repeat status, catalog description, etc.): Doctoral Dissertation Proposal
- Reason for the Modification: To become more in line with the university-norm.

### **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
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