



# 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  
 Credits       Schedule Type       Prereq/coreq     Grade Mode  
 Restrictions     Other: \_\_\_\_\_

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

Subject Code:     Number:     Effective Term:  Fall     Spring     Summer  
(Do not list multiple codes or numbers. Each course proposal must have a separate form.)    Year

Title: Current     **Fulfills Mason Core Req?** (undergrad only)  
Banner (30 characters max w/ spaces)      Currently fulfills requirement  
New      Submission in progress

**Credits:** (check one)     Fixed →     Variable →     Lec + Lab/Rct →     to  or   
**Repeat Status:** (check one)     Not Repeatable (NR)     Repeatable within degree (RD) →     Repeatable within term (RT) →    Max 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)     Independent Study (IND)  
 Lab (LAB)     Seminar (SEM)  
 Recitation (RCT)     Studio (STU)  
 Internship (INT)  
LEC can include LAB or RCT if linked sections will be offered

**Prerequisite(s)** (NOTE: hard-coding requires separate Prereq Checking form, see above website): \_\_\_\_\_  
**Corequisite(s):** \_\_\_\_\_

**Restrictions Enforced by System:** Major, College, Degree, Program, etc. Include Code(s). \_\_\_\_\_  
**Equivalencies** (check only as applicable):  
 YES, course is 100% equivalent to \_\_\_\_\_  
 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)
Indicate number of contact hours: _____	Hours of Lecture or Seminar per week: _____
When Offered: (check all that apply) <input type="checkbox"/> Fall <input type="checkbox"/> Summer <input type="checkbox"/> Spring	Hours of Lab or Studio: _____

**Approval Signatures**

\_\_\_\_\_  
College/School Approval      Date  
by any other units, the originating department must circulate this proposal for review by \_\_\_\_\_  
prior to submission. Failure to do so will delay action on this proposal.

Unit Name	Unit Approval Name	Unit Approver's Signature	Date

**Undergraduate or Graduate Council Approval**

\_\_\_\_\_  
UGC or GC Council Member      Provost's Office      UGC or GC 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:

PSCI 999 Doctoral Dissertation

Date of Departmental Approval:

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

- Reason for Inactivating/Reinstating:  
In preparation for the new curriculum software (CourseLeaf), this course, which hasn't been taught in recent history and isn't expected to be needed again, is being inactivated. Additionally, there is no record of this course being required for a degree program in the current catalog.

### **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
-



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Credits: (check one)  Fixed →  Variable →  to  or  Lec + Lab/Rct →  Repeat Status: (check one)  Not Repeatable (NR)  Repeatable within degree (RD) →  Repeatable within term (RT) → Max credits allowed:

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