

**PLEASE NOTE:**

1. This form is for the approval of adding or dropping a course. If an existing course is being modified in some way, use the Course Modification Approval form.
2. Do not re-use the number of a dropped course for a new course until after an interval of at least ten years. Please consult the Office of the Registrar if you have any questions on course numbering.

## **Instructions for Course Add and Drop Approval Form**

(Use White Paper for ADD and Green Paper for DROP)

Use one form per course. Do not enter two or more courses on one form.

**Department Offering Course:** Enter the full name of your department.

**Initiator of Form:** Enter the name of the person who initiated the form, office location and phone extension. This is vital, in case there are questions about the form that need clarification.

**Course Full Title:** Give the exact title that will be or is currently used in the various university bulletins. All courses must have a distinct title. For example, if two courses are called “Growth of America” then one must be titled “Growth of America 1” and the other “Growth of America 2”. Please note that Arabic, not Roman, numbers are to be used. Note also that for every “1”, there must be at least a “2”; for every “2”, there must be at least a “1”; for every “3” there must be both a “2” and a “1”, etc.

**Course Short Title** (30-digits): Select the most important words from the course full title and enter them in an abbreviated format. This course short title is what will appear on a student’s official academic transcript. The course short title may be only 30-digits long and in counting the digits, include all letters in each word or abbreviation, all spaces and any punctuation.

**Subject Code & Course Number:** Use the four-position alphabetic name format and the NEW four position numeric course number format--no more, no fewer (e.g. ENGL 1001)

**Course Numbers (as of Fall 2009):** Undergraduate: 1000 to 4000; Master’s: 5000 & 6000; Professional: 7000; Ph.D.: 8000. Refer to the Marquette Course Numbering Policy for further details.

**Add/Drop Rationale:** Give your reasons for requesting a new course or dropping a current course.

**Dropped Course - Other Colleges/Schools/Departments that use this course:** it is important that any college/school/department that uses a dropped course in its curriculum be notified. This will be done when the completed form is distributed.

**Added Course – Other Colleges/Schools/Departments that will use this new course:** it is important to know if any other college/school/department will use this course in its curriculum.

**Credit Hours:** Enter fixed credit hours.

**Credit Hour Range:** Enter the variable credit hour range. If the course will always carry the same number of credits, enter “No”.

**Undergraduate Course for Graduate Credit:** If the course is/was in the 4000-series, but may be taken for graduate credit, check “Yes”; otherwise, check “No”. NOTE THAT THE VICE PROVOST FOR RESEARCH AND DEAN OF THE GRADUATE SCHOOL MUST BE CONSULTED before a 4000-series course can be approved for graduate credit. For

undergraduate courses to be available for graduate credit, a succinct statement describing the extra work required of students taking the course for graduate credit must be included in the description of the course.

**Variable Title Course:** If the course will always be offered under the same title, check, “No”. If the course is an “umbrella” under which courses with differing titles will be offered in various terms, check “Yes”. Please note that variable title courses (those with special topics which might change from term to term) DO NOT need to be approved individually. Such topics are not considered to be changes in the approved course itself. It will be necessary, however, to supply specific titles to the Office of the Registrar whenever the course is offered so that it may be included in the *Schedule of Classes*.

**Grading Only S/U:** If the only grades that may be assigned in this course are/were S and U check “Yes”. If regular letter grades will be/were used, check “No”.

**Honors Course:** If the course is limited to the Honors Program check “Yes”. If not, check “No”.

**Senior Experience** (Arts & Sciences): If the course is a Senior Experience, check “Yes”. If not, check “No”.

**Bulletin Description:** Give the exact description that is to be used in the university bulletin(s).

**Prerequisites:** If applicable, list required prerequisites.

**Interdisciplinary:** If applicable, list the major(s)/minor(s) that apply.

**MBA Core Electives:** If applicable, list the elective category that applies.

**Note Any Special Fees:** Enter here the amount of the laboratory or other fees, if any. If changes in fees are indicated, include two copies of the fee request forms. Forms are available from the Office of Finance and must be processed prior to February 1 for the following fall.

**Required Signatures and Routing:** Chairperson of the request to:

- Dean of College/School
- Registrar: for review of the mechanics
- Vice Provost for Research and Dean of the Graduate School: if the course is a graduate course, an undergraduate course that carries graduate credit or is a professional school course
- Vice Provost for Undergraduate Programs and Teaching: if the course is an undergraduate course
- Registrar for recording (Registrar will send the completed form to the Initiator of the form for duplication and distribution as described below)

**Distribution List:** Original: originating department; Copies: College/School Office; Vice Provost for Research and Dean of the Graduate School and/or Vice Provost for Undergraduate Programs and Teaching (as applicable); Other Colleges/Schools/Departments (if use this course); Bursar and Office of Finance (only if a fee is involved).

Revised: 2/28/2008