

REF #: _____ / _____ / _____ **REQUEST TO ADD A COURSE**
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

1. DEPARTMENT/UNIT PROPOSING COURSE: _____
2. COURSE: (Course Designator) _____ (Number) _____ (Credit Hours) _____
(Full Course Title) _____
3. CATALOG DESCRIPTION: (Limit 25 Words.) _____
4. PREREQUISITE(S) TO THIS COURSE: _____
5. CAN THIS COURSE BE TAKEN FOR GRADUATE CREDIT ? Yes ☐ No ☐
IF YES, TO WHICH GRADUATE PROGRAM IS IT PRINCIPALLY INTENDED TO APPLY? (To qualify for graduate credit a course must apply to at least one graduate program.)

IF FOR GRADUATE CREDIT, WHAT ARE COURSE REQUIREMENTS FOR GRADUATE STUDENTS?

6. IF CUMULATIVE CREDIT IS POSSIBLE, WHAT IS THE TOTAL ALLOWABLE CREDIT? _____
7. IF YOU WISH TO USE NON-TRADITIONAL GRADES, CHECK WHERE APPROPRIATE.
PR (Progress) ☐ S/U (Satisfactory/Unsatisfactory) ☐ P/N (Pass/No Credit) ☐
8. FOR WHICH GENERAL EDUCATION AREA IS THIS COURSE PROPOSED? None ☐ Skills ☐
Intro ☐ (Specify Area) _____ Distribution ☐ (Specify Area) _____
Interdisciplinary Studies ☐ International Issues ☐ International Culture ☐ Intergroup Cultural Relations ☐
- RATIONALE FOR II/IC/IGR DESIGNATION: _____
9. WHAT COURSE(S) DOES THIS REPLACE? (Course Designators and Numbers) _____
10. IS THIS A VARIABLE CONTENT (GENERIC) COURSE? Yes ☐ No ☐
11. RATIONALE FOR OFFERING THIS COURSE (ATTACH SEPARATE SHEET AND BIBLIOGRAPHY).
12. NAME(S) OF FACULTY WHO WILL TEACH THIS COURSE _____
13. DESIRED EFFECTIVE DATE: _____ Semester 20 _____
14. WITH WHAT ACADEMIC UNITS HAS THIS ACTION BEEN COORDINATED? (Attach written evidence.) _____
15. APPROVALS: _____ Date _____
Department Chairperson _____
School Curriculum Committee _____
Dean of School _____
General Education Committee _____
Curriculum Council _____
Dean of Graduate School _____
Provost _____

ACTION RECORDED IN THE OFFICE OF ADMISSIONS AND RECORDS: Effective Term _____ 20 _____
DIRECTOR OF ADMISSIONS AND RECORDS _____ DATE _____

The original of this form will be retained in the office of the Provost. Copies of forms for 400, 500, and 600 level courses will be retained in the Graduate School. No other routine copies will be made. The data will be stored in the Student Information System for ready reference.

PLEASE ATTACH A COURSE SYLLABUS