

**The College of New Jersey**

**COURSE APPROVAL/CHANGE FORM**

Request Type

**I. Course Information**

Does this replace a previous course?  No  Yes, Subject Prefix and Course #:

Course Title :

Course Description:  
(50-100 words)

Course Prefix and Catalog #

If course is NEW, number may be suggested, but final catalog number is assigned by Scheduling.

Term effective:

School (select one)

Undergraduate Courses

Course Level

Proposed Units

Graduate Courses

Course Level

Proposed Credits

Grading Type:

Is course repeatable for credit?  No  Yes If yes, how many times?

Allow Multiple Enrollments  
in Term ?

No

Yes

Is this course equivalent to any other?  No  Yes, If yes, list course prefix and catalog #:

If yes, what are the anticipated topic names? (Topics can be modified at a later date.)

Is this a topics course?  No  Yes

Offering Schedule

Are there pre-requisites?

No  Yes

If yes,  
specify using  
"and," "or"

Are there co-requisites?

No  Yes

If yes,  
specify using  
"and," "or"

Activity code for **primary activity**

Activity code for **secondary activity**

- Notes:
- ~ Faculty weighted hours are determined by activity and weekly contact hours.
  - ~ Weekly contact hours are determined by the activity unless otherwise requested in the comment box below.
  - ~ Standard course cap is determined by the activity unless otherwise requested in the comment box below.

Comments

Course Approval Signatures:

\_\_\_\_\_  
 Course Faculty (Printed Name and Signature) Date

\_\_\_\_\_  
 Dean (Printed Name and Signature) Date

**II. Course Designations**

A. Liberal Learning Designation(s) Sought:

Domain	
Civic Responsibility 1	
Civic Responsibility 2	
Writing Intensive Course	<input type="checkbox"/> No <input type="checkbox"/> Yes

Liberal Learning Council Approval:

\_\_\_\_\_  
 Liberal Learning Council Chair (Printed Name & Signature) Date

B. Honors Designation Sought:     No     Yes

Honors Designation Approval:

\_\_\_\_\_  
 Honors and Scholars Council Chair (Printed Name & Signature) Date

C. Advanced Community Engaged Learning (CEL) Designation Sought:     No     Yes

Advanced CEL Approval:

\_\_\_\_\_  
 CEL Council Chair (Printed Name & Signature) Date

D. Course Delivery/Instruction Mode Designation: To obtain a BLENDED or ONLINE course delivery mode designation, please contact The Office of Instructional Design. <https://instructionaldesign.pages.tcnj.edu/blendedonline-courses/steps-to-offering-a-blendedonline-course/>