

**CHICAGO STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS**

**Curriculum Form Number 1: Routing for Course Information Form
(Revised, Fall 2000)**

ROUTING FORM: ADDITIONS, DELETIONS OR CHANGES IN COURSE OFFERINGS
TO BE USED ONLY FOR COURSES NOT PART OF A NEW ACADEMIC DEGREE PROGRAM

This form must accompany all requests for addition or deletion of courses or changes in course number, title, credit hours, prerequisites, or description. Changes in course number or credit hours or extensive changes in title or description require deleting the old course and adding a new course. It is the department's responsibility to see that steps 1-2 are completed with dates and signatures before submission to the appropriate college curriculum committee.

COURSE _____

Course Prefix & Number

Full Title

PLEASE CHECK ONE: Addition Deletion Suspension Change

- | | | | |
|-----|---|--------------------|---------------|
| 1. | New course number assigned | _____
Signature | _____
Date |
| 2. | Approved by the appropriate academic department | _____
Signature | _____
Date |
| 3. | Reviewed and recommended by the appropriate college curriculum committee. | _____
Signature | _____
Date |
| 4. | Approved by the appropriate college dean. | _____
Signature | _____
Date |
| 5. | Approved by General Education Committee (if applicable). | _____
Signature | _____
Date |
| 6. | Approved by the University Council on Teacher Education (if applicable). | _____
Signature | _____
Date |
| 7. | Approved by the Graduate Council (if applicable). | _____
Signature | _____
Date |
| 8. | Approved by the University Curriculum Coordinating Committee (if applicable). | _____
Signature | _____
Date |
| 9. | Approved by the Office of Academic Affairs. | _____
Signature | _____
Date |
| 10. | Entered in course scheduling system. | _____
Signature | _____
Date |
| 11. | Listed in appropriate publications. | _____
Signature | _____
Date |

DISTRIBUTION:

Office of Evaluations

Office of Registration and Records

Appropriate Chairperson

Appropriate College Dean

Dean of Library

University Curriculum Coordinating Committee

Office of Academic Affairs

NOTE: PLEASE ATTACH COURSE INFORMATION FORM