

**COURSE FORM**

**WAGNER COLLEGE ACADEMIC POLICY COMMITTEE**

**Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair/Faculty Contact:** \_\_\_\_\_

**Change Requested:**      New Course Request  
                                    Course Change Request  
                                    Bulletin Description Change  
                                    Key Skill or Special Designation Request *(please include corresponding form)*  
                                    Request to Drop a Course  
                                    Other: \_\_\_\_\_

**Please provide the following information for the APC Committee:**

CURRENT Course Title (*maximum 24 characters*): \_\_\_\_\_

CURRENT Bulletin Course Title: \_\_\_\_\_

CURRENT Catalog Number: \_\_\_\_\_

Semester Unit/Credit Hours: \_\_\_\_\_

NEW Course Title (*max. 24 characters*): \_\_\_\_\_

NEW Bulletin Course Title: \_\_\_\_\_

NEW Catalog Number (*suggestion, but ultimately decided by the Registrar*): \_\_\_\_\_

What level:    100    200    300    400    GRAD

When you want this change to take effect (*no retroactive requests please*): \_\_\_\_\_

Weekly Contact Hours: \_\_\_\_\_

If Semester Unit/Credit Hours and Weekly Contact Hours do not match, provide rationale:

Course length if different than semester length:

Start date: \_\_\_\_\_

End date: \_\_\_\_\_



**Course Specifics:**

Maximum Enrollment: \_\_\_\_\_

Rationale: \_\_\_\_\_

Special Course Fee Amount: \$ \_\_\_\_\_

Special Course Fee Purpose: \_\_\_\_\_

Session Cycle: \_\_\_\_\_

Yearly Cycle: \_\_\_\_\_

Prerequisites: \_\_\_\_\_

Alternate Prerequisites: \_\_\_\_\_

Corequisites: \_\_\_\_\_

Course Equipment/Resource Requirements (*e.g.- unusual equipment, specialized space, library subscriptions, software, etc.*):

Are any additional faculty required to teach this class? Explain

Does this replace another course? (*Specify which course*) \_\_\_\_\_

Impacts courses/programs outside our department:

How does this course support the curriculum? (*e.g.- major, minor*)

Add any other pertinent information: (*e.g.- Do these changes need to be submitted to accreditors or the state?*)

