CHICAGO STATE UNIVERSITY OFFICE OF ACADEMIC AFFAIRS
Curriculum Form Number 1: Course Information Routing Form (Revised, Fall 2013)
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 each request for addition or deletion of courses or changes in course number, title, credit hours, prerequisites, co-requisites 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 AND to notify Academic Affairs that a curriculum action is being initiated for master tracking purposes. NOTE: ALSO ATTACH COURSE INFORMATION FORM (CURRICULUM FORM 2).

COURSE ______________________________________________________________________________________
Course Prefix & Number Full Title
DEPARTMENT: _____________________ CHAIR: __________________ DATE: ________________

PLEASE CHECK ONE: ____ Addition ____ Deletion ____ Suspension ____ Change

1. Approved by the appropriate academic department
   Signature Date

2. New course number assigned
   Signature Date

3. Reviewed and recommended by the appropriate college curriculum committee(s):
   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 Distance Learning Committee (if applicable)
   Signature Date

9. Approved by the University Curriculum Coordinating Committee (if applicable).
   Signature Date

10. Approved by the Office of Academic Affairs.
    Signature Date

11. Entered in course scheduling system (Banner).
    Signature Date

12. Entered in evaluations system (CAPP).
    Signature Date

13. Entered in appropriate catalog.
    Signature Date

DISTRIBUTION: Appropriate Chairperson Office of Evaluations
Appropriate College Dean Office of Registration and Records
Dean of Library Office of Academic Affairs
Course Scheduling University Curriculum Coordinating Committee