

New

Revised

Reactivated

# Virginia Community College System

## REQUEST FOR NEW, REVISED OR REACTIVATED COURSE

College: \_\_\_\_\_ College Code: \_\_\_\_\_

Title of Course: \_\_\_\_\_

Prefix: \_\_\_\_\_ Number: \_\_\_\_\_ Credits: \_\_\_\_\_ Prerequisite(s) – Corequisite(s) \_\_\_\_\_

No. Lecture Hours \_\_\_\_\_ No. Laboratory Hours \_\_\_\_\_ No. Total Contact Hours \_\_\_\_\_

Academic Level: Less than 100 \_\_\_\_\_ 100-199 \_\_\_\_\_ 200-299 \_\_\_\_\_

*(FOR REVISED COURSES ONLY)*

*(We have checked Table 18, Student Enrollment Booklet for other VCCS colleges offering course and contacted where appropriate.)* Yes \_\_\_\_\_ No \_\_\_\_\_ Request revisions to (check all that apply):

\_\_\_\_\_ Title \_\_\_\_\_ Description \_\_\_\_\_ Credits \_\_\_\_\_ Prerequisites \_\_\_\_\_ Contact Hours

**Description:**

**Justification for new course or proposed revisions:**

1. Proposed Starting Date: \_\_\_\_\_

2. Required for What Programs: \_\_\_\_\_

3. Elective for What Programs: \_\_\_\_\_

4. Classification:

- |          |                                   |          |                |
|----------|-----------------------------------|----------|----------------|
| a. _____ | College Transfer(AA, AS, AA&S)    | e. _____ | Diploma        |
| b. _____ | Associate in Applied Science(AAS) | f. _____ | Certificate    |
| c. _____ | Associate in Applied Arts (AAA)   | g. _____ | Career Studies |
| d. _____ | Developmental Studies             | h. _____ | Other          |

5. Transferability (if applicable):

a. Has a four year college(s) been contacted concerning this course? Yes \_\_\_\_\_ No \_\_\_\_\_

b. Has a four-year college(s) indicated its willingness to accept this course? Yes \_\_\_\_\_ No \_\_\_\_\_

c. If yes, which college(s) \_\_\_\_\_  
Specify Program \_\_\_\_\_ General Elective \_\_\_\_\_

*(Attachment if Necessary)*

**COLLEGE APPROVAL**

**STATE ACTION**

s/ \_\_\_\_\_  
Vice President or Provost Date

Stamp \_\_\_\_\_  
(Approved/Disapproved)

s/ \_\_\_\_\_  
President Date  
Date

s/ \_\_\_\_\_  
VCCS Offices