

## New Course Request

Dept/Program \_\_\_\_\_ Number \_\_\_\_\_ TOP Code \_\_\_\_\_  
 Title \_\_\_\_\_ Units \_\_\_\_\_  
 Cross-listed as \_\_\_\_\_ Budget Code \_\_\_\_\_  
Dept. & Number Title

**Purpose/type of new course:** (Please check all that apply and attach additional sheet where necessary):

**Course in existing program** (Please also complete TOP code and Budget code info above)  
*Attach current degree/certificate to indicate how this course applies to degree/certificates in your department/division.*

**Course in proposed new program** (Please also complete TOP code and Budget code info above). *Attach the proposed degree/certificate to indicate how this course applies to the proposed new program in your department/division.*

**Note:** For a new program, you must also complete the "Application for Approval - New Occupational Program" or "Application for Approval - New Transfer Program" found in the "Program and Course Approval Handbook" (CA CC Chancellor's Office). See Margaret Bdzil, Workforce Education Coordinator (x8937) or Renee Augenstein, Articulation Office (x8631) for assistance.

**Transfer** (Note: course must be published in the printed catalog to be offered)

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 Does **the course** meet a need for transfer preparation by being **UC transferable, CSUGE/IGETC applicable and/or fulfilling a major preparation requirement?**  
YES NO

If yes, please answer the following:

i) Is this course considered UC transferable? YES NO  
 If yes, identify at least one comparable UC lower-division course and campus:  
 UC course: \_\_\_\_\_ UC campus: \_\_\_\_\_

ii) Is this course being proposed for CSUGE and/or IGETC? YES NO  
 If yes, please designate applicable AREA(s); (same as #13 on coversheet)  
 CSUGE: AREA \_\_\_\_\_ SUB-AREA \_\_\_\_\_  
 IGETC: AREA \_\_\_\_\_ SUB-AREA \_\_\_\_\_

iii) Does this course meet a major preparation requirement? YES NO  
 If yes, identify at least one applicable college and major:  
 College: \_\_\_\_\_ Applicable Major: \_\_\_\_\_  
 (Attach supporting evidence – e.g. ASSIST printout, catalog page, advising sheet)

**Stand-alone**  
 Attach ac

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Signature below  
 have been discus

Course Initiator  
 Dean's signature

For Office Use  
 Discipline(s)  
 Academic Senat