

COURSE AND SECTION FORM

Semester _____ Year _____

A. _____
 Course# Sect. Course Title **Maximum of 30 characters - including spaces**

Number of Credits _____ Course level (indicate ONE) : 1000 2000 3000 4000 5000

Length of course _____ Weeks Special beginning or ending dates? _____
Required if length of course is less than 15 weeks

B. Instructor's name: _____ Second instructor _____

C. Please indicate the following:

1. Course type: **Lecture** **Discussion** **Lab/Studio**
2. **Lectures only:** Include a: **Discussion** **Lab**
3. Discussion/Lab is: **Optional** **Required**
4. Credits for each: **Discussion** _____ **Lab** _____ **Lecture** _____

D. **Approved Lab Fee (if applicable):** _____ and/or **Non-Credit Tuition** _____

E. Total Number of Students: _____

F. Restrictions (Indicate as appropriate):

- Yes No Is this course offered **only** to students in this major?
- Yes No Is Permission of Instructor (POI) required **ONLY** for students **outside** this major?
- Yes No Is Permission of Instructor (POI) required for **ALL** students **including** those in this major?

Are there any other restrictions (ex: LAS Freshmen only?) _____

G. Class Meetings:

Day(s)	Begin Time	End Time	Building	Room
1. _____	_____ to _____		am pm _____	_____
2. _____	_____ to _____		am pm _____	_____

H. Course Approved By: _____
Chair/Director or Designee

For Office Use Only: **Banner** **Codes** **Date** _____ **Initial** _____