

Office of the Registrar
Armitage Hall
Rutgers, The State University of New Jersey
311 North 5th Street
Camden, NJ 08102-6053

registrar.camden.rutgers.edu

856-225-6053 Fax: 856-225-6453

Change to the Master Course List (Form 29)

1.	Departments should submit for approval	
	to:	

- 1. New or Major content changes: Academic Policy Committee. (Complete reverse side plus APC Form)
- 2. Minor Changes Title, credit value: Dean's Office
- 3. Course Drops: Department Chair
- 2. Course information should not be published, nor can any course be scheduled, until officially made part of the Master Course List by the approval process.
- 3. This form is used to modify the Master Course List only. Separate notification must be sent to the Registrar's Office to create or modify the Schedule of Courses. Courses that will not be offered for a given semester but will be offered in the future should not be dropped from the Master Course List.
- 4. After a course/change has been approved, the Academic Policy Committee Chair/Dean should forward this form to the Registrar's Office, Armitage Hall.

	Sch		Sub	j.	Crs	se.	Tit	le							redit alue			ectiv neste	
DROP																		/=	,
ADD/ REVISE																	Te	erm/Y	ír.
				NEW	/REV	ISED '	TITLI	E LI	MIT (OF 20	CHAR	RACTI	ERS A	ND S	PACE	ES	Te	erm/Y	r.
Originated	By:	Depa	ırtment	Chair	r											Date			_
Approved	Ву:	Chair	r/Dean	. Acad	lemic	Policy	. Com	mittee								Date			



NEW/REVISION OF DEPARTMENTAL COURSE OFFERINGS

nitiated	d by:		
	Chair	Department	Date
A.	Check one		
	New course	Revision of established	ed course
	Course title, number, credits		
C.	Course description for catalog		
	What is the department's reason	for proposing this addition or revis	sion
E.	IF NEW COURSE		
E.	1) course prerequisites		
	2) to what type (majors and	class) of students is the proposed c	course open?
	3) is it required for majors?		
F.		the total number of credits for the credits?	
G.	Are you prepared to provide arg	ruments in support of the proposed a	addition or modification to thi