MASTER COURSE APPROVAL SUBMITTAL FORM

Please complete ALL sections below (if not applicable, enter NA)

Received: _____
Submitted to MCA: _____
Approved: _____

INSTRUCTOR NAME: _____

SELECT ONE: ☐ **New Course** ☐ **Modify Course (explain below)** ☐ **Reinstate Discontinued Course**

Provide justification for modification request:

For Staff Use Only: Summary of Changes, Internal Comments

Course # & Level: *(If new, Department will assign)*	#:_____ ☐ **Lower Division** ☐ **Upper Division** ☐ **Grad**
Full Course Title: *(Published in General Catalog)*	
Abbreviated Course Title: *(Appears in Schedule of Classes; max 19 chars)*	
Instructional Activity Type: *Indicate One* Lecture, Lecture plus Discussion, Seminar-Topical, Seminar-Research, Fieldwork Research, Fieldwork Skills, Individualized Instruction, Internship, Lab, Practicum For details, see *Instructional Activity Type Definitions.pdf*	
Effective Quarter & Year:	
Units:	☐ **Fixed OR** ☐ **Variable & Number:** _____
Course Description: *(Published in General Catalog, maximum 40 words)*	
Primary Type: ***Check one and indicate # hours*** *(each unit counts for 3 hours/week for 10 wks)*	☐**Lecture** ☐ **Seminar** **Other:** _____ **Contact Hours per Quarter:** _____ *(typical Lec & Sem are 30 hrs for 4.0 units)*
Secondary Type: ***Check one and indicate # hours***	☐**None** ☐ **Discussion** ☐ **Lab** ☐ **Other:** _____ **Contact Hours per Quarter:** _____ *(typical Discussion is 10 hrs)*
Final Type (check one)	☐**Standard** ☐ **Common** ☐ **No room needed**
Level Limits: *(GOLD will enforce class level limits set here; published in General Catalog)*	*All Upper Div courses must have a prerequisite or grade level limit*
Other Restrictions: *Instructor Approval Required*	
Prerequisites: *(GOLD will enforce prerequisites listed here; published in General Catalog)*	*All Upper Div courses must have a prerequisite or grade level limit*
Recommended Preparation *(Not enforced by GOLD @ registration; published in General Catalog)*	
Advisory Enrollment Information: *(Not enforced by GOLD; published in General Catalog)*	
Grading Option (check one):	☐**Letter Only** ☐ **Optional** ☐**P/NP**
Repeat Options: *(Max units allowed, max units for credit in major, max times course can be repeated)*	**Max units allowed:** _____ **Max units for credit in major:** _____ **Max times course can be repeated:** _____
Crosslisting: *List crosslisted course(s)*	

MCA Deadlines: FALL 2013: Nov. 1, 2012   WINTER 2014: Apr. 1, 2013   SPRING 2014: Sept. 1, 2013
FALL 2014: Nov. 1, 2013   WINTER 2015: Apr. 1, 2014   SPRING 2015: Sept. 1, 2014