

**ADLER UNIVERSITY - OFFICE OF THE REGISTRAR  
New Course/Course Adjustment Form**

REVISED:  
7/22/2020

Please check one option	NEW COURSE	~~~~~>	TERM EFFECTIVE:	
	COURSE ADJUSTMENT	~~~~~>	TERM EFFECTIVE:	
	DISCONTINUE COURSE	~~~~~>	LAST TERM OFFERED:	

1 Campus: (please circle or bold one):

Chicago	Online	Vancouver
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2 Department: \_\_\_\_\_

3 Course Prefix & Number:

NOTE: 100, 200 level - Freshman, Sophomore (Undergraduate)	
300, 400 level - Junior, Senior (Undergraduate)	
500, 600 level - Master level (Graduate)	
700, 800, 900 - Doctoral level (Graduate)	

4 Course Title: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5 Course Description (*insert text in box below or attach a separate document in Word or Excel*):

6 Prerequisites:  
 \*students are required to take the course(s) you list before registering for this course\*

\_\_\_\_\_

7 Corequisites:  
 \*students are required to register concurrently for this course and the course(s) you list\*

\_\_\_\_\_

8 Credits: \_\_\_\_\_

9 Elective (please circle or **bold** one):

YES	NO	If yes, what type: _____
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10 Course Cap: 

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11 Faculty Consent (please circle or **bold** one):

YES	NO
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12 Course Type (please circle or **bold** one or more):

Lecture (Standard)	Seminar	Qualifying Exam	Thesis
Dissertation (full time)	Dissertation (part time)	Dissertation (continuation)	Thesis (continuation)
Practicum (full time)	Practicum (part time)	Practicum (continuation)	Preparation
Doctoral Internship (full time)	Doctoral Internship (part time)	Doctoral Internship (continuation)	
MA Internship (full time)	MA Internship (part time)	MA Internship (continuation)	
MA Externship (full time)	MA Externship (part time)	MA Externship (continuation)	Other

13 Grading Scale (please circle or **bold** one):

A - F	<b>OR</b>	CREDIT (CR)/NO CREDIT (NC)
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14 Allow Audit of Course? (please circle or **bold** one):

YES	NO
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15 Lab Component (please circle or **bold** one):

YES	NO
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16 Location (please circle or **bold** one OR more):

Chicago	Online	Vancouver
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17 Program Course is Applicable for (list programs):


18 **If you are adding a course, which cohorts of your programs are allowed to take this course (example: Fall 2018)?**

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19 Is this course equivalent to a current or previous course?

YES	NO
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If **YES**, which course?

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20 Course Length in Week By Term (**provide one for each term**)

Fall \_\_\_\_\_ weeks  
 Spring \_\_\_\_\_ weeks  
 Summer \_\_\_\_\_ weeks

21 Are there fees associated with this course? (please circle or **bold** one):?

YES	NO
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If **YES**, please notify the Finance Department of proposed fee information.

**CHICAGO CAMPUS: VPAA approval required for changes that impact the current academic year.**

VPAA SIGNATURE: \_\_\_\_\_

**REMINDERS:**

- (1) Submit form to the Office of the Registrar.
- (2) If you are adding a new course or editing an existing course after the catalog is finalized, please download, complete, and submit the Catalog Addendum template. The form is located in the Faculty Forms section on Adler Connect.
- (3) Form must be approved and submitted by the program's Program Director/Chair.
- (4) If this course will be offered as a blended course or online course, please alert the Adler Online team. Please keep in mind Alder Online's processing time.
- (5) Update academic advisement sheets with any changes. **Chicago campus:** submit revised academic advisement sheets to Maria Fritz and notify the Office of the Registrar (this is the only way the course will populate on your program's degree audits).

**REGISTRAR'S OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

Date Entered in Colleague: \_\_\_\_\_

Registrar Rep Initials: \_\_\_\_\_