



GRADUATE SCHOOL-NEWARK

Form 29

TO ADD/DROP OR CHANGE A COURSE NAME, NUMBER, CREDIT, and/or PREFIX

Instructions to Graduate Program Directors:

Please use this form to modify the Master Course List, i.e., the inventory of all courses that can be offered by a department/program.

1. Submit one copy of this form to the Graduate School-Newark Dean's office (241 Conklin Hall) for each course. After the Dean's review, the course proposal will be submitted to the Graduate School Courses of Study Committee, which meets every semester, for review and approval.
2. After the proposed revision has been approved, the Dean's office will notify the Scheduling Office (Blumenthal Hall, Newark Campus) to make the revision to the Master Course List.
3. Then, in order to make the revised course available to students, send a request to the Scheduling Office in Blumenthal Hall, via memo or the Electronic Construction Sheets that are submitted for each semester, to add it to the Schedule of Classes and activate it for registration.
4. A course cannot be changed in the semester in which that course is being offered.

Note: If a course is not to be offered for a particular semester, simply delete it from the Construction Sheets for that semester; do not delete it from the Master Course List.

CHANGE FROM(or) DROP

Sch# Subj# Course# #Credits Prefix Course Title:

CHANGE TO (or) ADD

Sch# Subj# Course# #Credits Prefix Course Title:

Semester / Year when change is to take effect: _____

If needed, specify abbreviated course title: Limit: 20 spaces _____

Originated by: _____ Date: _____
Program Director

Approved by: _____ Date: _____
Chair, Courses of Study Committee for the Graduate School-Newark

Approved by: _____ Date: _____
Dean, Office of Academic Scheduling

Processed by: _____ Date: _____
Director, Office of Academic Scheduling