Old Dominion University
CREDIT CATALOG ADD/CHANGE/INACTIVATION FORM

Request for: ☒ **new course** ☒ **course change** ☐ **course inactivation**
Enter all data for a new course. Enter only items to be changed for a course change. Enter End Term/Year for course inactivation**.**

Subject area: _____ Course number: _____ Start Term _____ Year _____
End Term _____ Year _____

Full Course Title _____

Banner Title ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
(30 character limit)

College:_____ Department _____ Credits _____

Course Description

Prerequisite Waiver: ☐ 0 No waiver of prerequisite allowed ☐ 1 Departmental approval required
☐ 2 Instructor approval required ☐ 3 Placement by department only

Course Repeat Limit [once a passing grade has been achieved]. Default ☒ Course can't be repeated for credit. Check box below if this course can be repeated for credit once a passing grade is earned.
☐Course can be repeated for credit _____ times. ☐Unlimited repeats allowed.

Grading (check all that may be used) ☐ Normal Letter Grading ☐ Pass/Fail ☐ Audit

Corequisite Courses: _____
(must be taken at the same time) Enforce in Banner? ____ No ____ Yes

Prerequisite Courses _____
(Check here if may be taken as a prerequisite or corequisite) ☐ Enforce in Banner? ____ No ____ Yes

Equivalent Courses _____

Course contact hours per week ____.__ Lecture Hours ____.__ Other Hours (please specify)
____.__ Lab Hours

MUST BE COMPLETED Justification for Request:

Approved: _____ _____ _____ _____
Department Committee Date Department Chair Date

_____ _____ _____ _____
College Committee Date Dean of College Date

_____ _____
Provost's Office Date

FOR OFFICE USE ONLY: To be completed by Office of Academic Affairs
Banner: Sched Type _____ Workload _____
Taxonomy Code _____ Campuses _____
Entered by Registrar's Office: _____
(6/2005)