

Course Submission Form

Use this form to submit a new course to the Registrar's Office. By using this form, you agree that this change has already been approved by the Curriculum Committee for your College or School.

***\*****Please submit the completed form in an* [*ITS Help Desk ticket*](https://itshelpdesk.fairfield.edu/shp/fairfield/home) *using the category: Course Scheduling/Room Change Requests.*

\* Required

Name\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Change Type \* (please highlight)

New Course

New Special Topic (if shell already exists)

Course Number Change

Title Change (please send by email)

Course Description Change (please send by email if no other changes)

Subject Code \*



Course Number (i.e. 1103) \*



Previous Course Number

(if submitting a course number change)



Effective Term \* (please highlight)

Fall

Winter

Spring

Summer

Course Title \*



Long Course Title

(if longer than 30 characters)



 CIP Code \*

Please use the IPEDS Search Tool to select the most relevant code for this course. The course CIP code does not necessarily have to equal the major/degree CIP code. [https://nces.ed.gov/ipeds/cipcode/search.aspx?y=56](https://www.google.com/url?q=https://nces.ed.gov/ipeds/cipcode/search.aspx?y%3D56&sa=D&source=editors&ust=1628799467299000&usg=AFQjCNEoWgbFLYGCk2Whz_78PDFOLepxeg)



Number of Credits \* (please highlight)

0

1

2

3

4

5

6

Variable Credit?

No

Other:



Level \* (please highlight)

01 Undergraduate

02 Graduate

03 Doctorate

04 Non-Credit

Grading Mode \* (please highlight)

Standard (A-F)

Pass/Fail

Satisfactory/Unsatisfactory

Schedule Type \* (please highlight)

Classroom

Hybrid

Laboratory

Online

Other/No Room Required

Instructional Method \*



 

Corequisite(s)



Fee(s)



Degree Attributes \*

Please click here for a list of valid course attributes: [https://goo.gl/cNqMKl](https://www.google.com/url?q=https://goo.gl/cNqMKl&sa=D&source=editors&ust=1628799467313000&usg=AFQjCNFEWGhjAjWWP3GuShL8ah8lnyLAew) -- If none, write "none"



Course Description \*



Restrictions

Who may or may not take this course? You may restrict by level, major, school, etc.



Prerequisites \*

