**FORM 6: REQUEST FOR COURSE CODE**

Academic Year 20…-20… (PROGRAM NAME)

**Request made by: Date:**

**Position: College/Faculty:**

**Submitted to:**

**Approved by: Date:**

**Type of Proposal:** [ ] New [ ] Supplementary [ ] Adjustment

**Type of Change:**

[ ]  Type 1 – Change the current course code

[ ]  Type 2 –Request New Course Code of the Active Curriculum

**INSTRUCTIONS**

*[All changes are subject to review and approval following the Delegation of Authority (DOA), the University Curriculum Development Process].*

1. **Main content for approval**

This part is important for the system configuration:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Nr.** | **Name** | **Proposed course code[[1]](#footnote-1)** | **Number of Credits** | **Grade Setting**(Pass/Fail or Non-Pass/Fail) | **Prerequisites** | **Course Category (\*)** | **Course Description** |
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(\*) **Course Category** can be:

* General Education requirements
* College core requirements
* Discipline core requirements
* Major/Concentration requirements
* Required electives
* Free electives
* Internship requirements
* Graduation requirements

**2. Rationale for the proposal**

Clarify the rationale for the proposal – why we should change and which value it may bring.

**3. Other Remarks (if any).**

**Appendix (as needed)**

Course Syllabet/Syllabus

1. *You can collaborate with the Registrar to complete the code's finalization.* [↑](#footnote-ref-1)