**NEW COURSE DESCRIPTION FOR AN EXISTING COURSE**

# Course information

Instructor(s) Department/Program

Status of faculty member: Permanent

 Visiting (Indicate term of appointment: to ) Dept. Course Number

Course Title

NEW Course Description: At the end of this course description, please include any pre- or co-requisites, when offered (i.e. *“offered annually”, “offered each semester”, “spring semester”*), and name of faculty member teaching the course if known.

**Rationale** for change of description:

# Signatures required for COAA approval. \*PLEASE USE ELECTRONIC SIGNATURE

**(Email approval or PDF scan of signature.)**

If the Chair/Coordinator is the instructor, a signature from another senior departmental/program member is required in lieu of the Chair/Coordinator’s signature.

\*Course Instructor Signature Date

\*Dept. Chair/Program Coordinator Signature Date

Print Name of Dept. Chair/Program Coordinator Name of Dept. /Program

Cross-listed courses: Will other departments or programs be cross-listing this course? *If so, written approval is required by the Chair of the Dept. /Program offering the course and Chair of the Dept. /Program to be cross-listed.* BE SURE ALL APPROPRIATE SIGNATURES APPEAR ON THE FORM before submission (emailed **approvals** are acceptable, if sent to Peter Sarratori at sarratori@hws.edu, at the time of submission). **PLEASE USE ELECTRONIC SIGNATURES (Email approval or PDF scan of signature.)**

Name of cross-listed Department/Program Signature of Department/Program Chair, Date

On the first line, list the name of the cross-listed department and provide the signature of the chair. On the extra line, indicate which requirements in the major or minor would be addressed by this course.

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Action of the Committee on Academic Affairs

Approved

Did not approve Revise and resubmit

Signature of Chair, COAA Date