



Charles R. Drew University
of Medicine and Science

New Program or Course Approval/Modification Request Form

Proposer Name: _____ Email: _____ Date: _____

ACTION REQUESTED

☐ **Reinstate Inactive Course**

Course Number: _____

☐ **Deactivate Existing Course**

Course Number: _____

☐ **Create New Course**

New Course Number: _____

Include subject code (ex. "MTH") and number

College: _____ **Department:** _____

Proposed effective Semester: _____

Is this course being proposed as a GE course? ☐ Yes, Area: _____ ☐ No

Full Course Title (for catalog): _____

Abbreviated Course Title: _____

Credits: ☐ Fixed _____ ☐ Variable _____ to _____

Repeat Status: ☐ Not Repeatable ☐ Repeatable within degree/Certificate

Grade Method: ☐ Regular (A, B, C, etc.) ☐ Credit/No Credit ☐ Pass/Fail

Can this course be taken multiple times for credit? ☐ Yes ☐ No

Schedule Type: ☐ Lecture (LEC) ☐ Seminar (SEM) ☐ Independent Study (IND)

☐ Capstone Project ☐ Clinical ☐ Lab (LAB) ☐ Clerkship (CLE) ☐ Practicum ☐ Thesis

Prerequisite(s): _____ **Co-requisite(s):** _____

Instructional Mode: ☐ 100% In-Classroom ☐ 50% In-Classroom/50% Online (Hybrid)
☐ 100% Online

Are there equivalent CDU course(s)? ☐ Yes ☐ No

If yes, please list: _____

Enrollment Restriction(s) (e.g. seniors only, restricted to majors only, etc.): _____

Catalog Description as it will appear in the University Catalog:

☐ **Modify Existing Course** (check all the apply)

☐ Course Title ☐ # of Credits ☐ Adding Co-Req ☐ Adding Pre-Req

☐ Registration Requires Faculty Approval (eg. Independent Study)

Title (Current) _____
(Use 30 Characters max w/space)

New (Full Title for University Catalog): _____

☐ **Create New Program**

College: _____ **Department:** _____

Curriculum Name: _____ **Degree Level:** _____

Length of Study (months): _____ **Total Program Units:** _____



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Title IV-Eligibility (Federal Financial Aid)

The U.S. Department of Education has strict standards when determining eligibility for federal student aid (federal loans). CDU must ensure that the instructional materials and faculty support necessary for academic engagement are available to students every week that the school counts toward its defined payment period or academic year. Instructional activity in a Competency Based Education program includes but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students);
- submitting an academic assignment;
- taking an assessment or an exam;
- participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- attending a study group, group project, or an online discussion that is assigned by the institution;
- interacting with an instructor about academic matters;
- consultations with a faculty mentor regarding the content of a course or competency;
- and other instructional activities approved by the institution's or program's accrediting agency. Financial aid cannot be awarded for any portion of a program based on study or life experience prior to enrollment in the program or based on tests of learning that are not associated with educational activities overseen by CDU. Courses that do not count toward a student's degree cannot count toward enrollment status unless they are eligible remedial courses. To reiterate, the University cannot award Title IV aid for classes that do not count toward a student's degree.

Does the new course above count toward a student's degree/certificate? ☐ Yes ☐ No

Submitted By (Print): _____ Signature: _____ Department: _____

Approvals

Faculty Proposer (Print)	Signature	Date
Departmental Approval (Print)	Signature	Date
Academic Senate Approval (Print)	Signature	Date
Provost/Designee Approval (Print)	Signature	Date

Registrar's Office Use Only

Received: _____ PC Update: _____ Catalog Change Req'd: ☐ Yes ☐ No Effective Catalog: _____