

**MASTER COURSE LIST FORM (Form 29)**  
**ADD, REMOVE OR CHANGE A COURSE (Number, Credits, Prefix)**

**INSTRUCTIONS:**

1. Departments provide completed form with the effective semester and year and department chair's signature to the Dean's Office.
2. Adding a course to the Master Course List (MCL) does not make it available on the Schedule of Classes for registration. Separate notification must be sent to the Office of Academic Scheduling to add a course to the Schedule of Classes and activate it for registration. Courses that are not offered for a particular semester should not be dropped from the MCL. This form should be used to drop a course from the MCL if the course will no longer be offered. The number may be reused.
3. After approval by the curriculum committee, this form with both the department chair's and the dean's signatures below must be sent to the Director, Office of Academic Scheduling, Room 208, Blumenthal Hall. Incomplete or incorrect forms will be returned for completion and/or correction.

<b>REMOVE COURSE</b>	School Number	Subject Number	Course Number	Course Title	Effective Semester & Year

<b>ADD COURSE</b>	School Number	Subject Number	Course Number	Course Title	Credits/Prefix	Effective Semester & Year

<b>CHANGE COURSE</b>	School Number	Subject Number	Course Number	Course Title	Credits/Prefix	Effective Semester & Year
<b>From</b>						n/a
<b>To</b>						

Please suggest an abbreviated title, if needed. Twenty space limit.

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**APPROVALS**

Department Chair (print name)	Department Chair (signature)	Date
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Dean (print name)	Dean (signature)	Date
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Academic Scheduling (print name)	Director, Academic Scheduling (signature)	Date
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