GENERAL EDUCATION—PART 1 of 3
CREDIT CATALOG ADD/CHANGE/DEACTIVATION FORM
(completed form with all attachments should be sent to Judy Bowman, Office of Academic Affairs, 220 Koch Hall or e-mail to jbowman@odu.edu)

General Education Requirement #_____
Request for: ☐ **New course** ☐ **Course change** ☐ **Course deactivation** ☐ **Course recertification**
Evaluate as: ☐ **Skill** ☐ **Ways of knowing** ☐ **Writing intensive course** ☐ **Requirement met in major***
Met by the following course(s) (list SUBJ/CRSE# and TITLE):

_____

_____

***List and submit Part 2 and Part 3 attachments for all courses that will be used to satisfy the requirement.**

Enter all data for a new course. Enter only items to be changed for a course change. Enter End Term/Year for course deactivation.

Subject area: _____Course number: _____ Start Term _____ Year _____
End Term _____ Year _____

Full Course Title _____

Banner Title ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
(30 character limit)

College:_____ Department _____ Credits _____

Course Description _____

_____

_____

Prerequisite Waiver: ☐ 0 No waiver of prerequisite allowed ☐ 1 Departmental approval required
☐ 2 Instructor approval required ☐ 3 Placement by department only

Course Repeat Limit [once a passing grade has been achieved]. Default ☒ Course can't be repeated for credit. Check box below if this course can be repeated for credit once a passing grade is earned.
☐Course can be repeated for credit _____ times ☐Unlimited repeats allowed

Grading (check all that may be used) ☐ Normal Letter Grading ☐ Pass/Fail ☐ Audit

Corequisite Courses: _____
(must be taken at the same time) Enforce in Banner? ____ No ____ Yes

Prerequisite Courses _____
(Check here if may be taken as a prerequisite or corequisite) ☐ Enforce in Banner? ____ No ____ Yes

Equivalent Courses (e.g. Honors College courses): _____

Course contact hours per week ____.__ Lecture Hours ____.__ Other Hours (please specify)
____.__ Lab Hours

Approved: _____ _____ _____ _____
Department Committee Date Department Chair Date

_____ _____ _____ _____
College Committee Date Dean of College Date

_____ _____
Provost's Office Date