**REQUEST TO OFFER CROSS-LISTED OR BRACKETED COURSE**

**THIS FORM IS DUE THE DAY BEFORE CENSUS DATE OF EACH SEMESTER**

Small classes for the purpose of this report are defined as follows: undergraduate-level credit classes with fewer than **12 registrations**, and graduate-level credit classes with fewer than **six registrations**, as of the close of the 4th class day during the fall/spring term or 2nd class day during the summer term.

Approve the following course for credit during the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ semester, 20\_\_\_\_:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Subject** | **Course No.** | **Section No.** | **Course Title** | **Instructor** | **No. of Students Currently Enrolled** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
|  |  |  |  |  | Total Enrollment: |  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
|  |  |  |  |  | Total Enrollment: |  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
|  |  |  |  |  | Total Enrollment: |  |

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Department Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Review:

\_\_\_\_ Approved \_\_\_\_ Disapproved

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Vice President for Undergraduate Studies:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Justification Code:

1. Interdepartmental (cross-listed) courses taught as a single class by the same faculty at the same station, provided that the combined courses do not constitute a small class.\*\*

\*\*If this is a bracketed course, please submit a syllabus for both the undergraduate and graduate courses offered to comply with SACS accreditation requirements.