

**UNIVERSITY ACADEMIC COUNCIL**  
**COURSE ADDITION FORM**

**Initiating School:**

**Department/Division:**

**Requested Effective Date:**

**Initial Catalog Publication Year:**

**I. DESCRIPTION OF NEW COURSE**

Course Subject Prefix:

Course Catalog No.:

Academic Organization (Program or Division)\*:

Short Title (30 char.):  
(Appears on transcripts)

Long Title (100 char.):  
(Appears in catalog)

Prerequisites:

No. of Units:

Catalog Description of New Course:

Credit Hours (based on a minimum 15-week term):

This course complies with Pepperdine University's credit hour policy.

**II. RATIONALE FOR REQUESTED NEW COURSE**

What evidence or data do you have to support this new course? Select all that apply.

Five- or seven-year program review

Annual assessment data or review

Other curriculum review by faculty

Explain evidence or data for rationale below.

**III. BUDGETARY IMPACT OF PROPOSED COURSE** (Be specific about actual expenditures required.)

Has the budget been reviewed by the school's major area budget manager?      Yes                      No

**IV. EFFECT OF THE NEW COURSE ON OTHER DEPARTMENTS, INCLUDING LIBRARIES, INFORMATION TECHNOLOGY, AND ACADEMIC UNITS** (For impacted units, please indicate if these areas have been consulted.)

**V. MISSION ALIGNMENT: How does this course advance and support the mission of the School and the University?**

**VI. PROGRAM ALIGNMENT: How does this course fit into the program learning objectives? (Attach a copy of the program curriculum matrix showing where this course fits.)**

**VII. ATTACH COURSE SYLLABUS FOR PROPOSED COURSE** Syllabus should include course learning outcomes, assessment strategies, and typical schedule and meeting times that adhere to the University's credit hour policy.

**VIII. INFORMATION FOR ONLINE STUDENT SYSTEM**

Course Career will be classified as: Undergraduate                      Graduate                      Law

How will this course be graded?

Is there a component class or activity associated with this course?

Will the component be graded separately? Yes                      No  
(If yes, please submit separate Course Action Form for component.)

Will special consent be required to enroll in this course?

Can this course be repeated for credit? Yes                      No                      How many times?

Can student enroll in this course more than once in a single term? Yes                      No

Please note any special fee associated with this course:  
(Enter dollar amount. All fees must be approved by UMC.)

Indicate if the course has a special requirement designation or attribute: (check all that apply):

General Ed (GE)                      Presentation Skills (PS)                      Research Methods (RM)

Writing Intensive (WI)                      Other

Use exam numbers:                      Yes                      No

**Form Completed By:**

**Name:**

**Title:**

**\*Academic Organizations:**

<b>Academic Org</b>	<b>Description</b>	<b>Academic Group</b>	<b>Academic Org</b>	<b>Description</b>	<b>Academic Group</b>
ABS	GSBM Applied Behavioral Sci	GSBM	FA	Seaver Fine Arts	Seaver
ACCT	GSBM Accounting	GSBM	FIN	GSBM Finance	GSBM
BUS	Seaver Business Administration	Seaver	GLAW	GSBM Law	GSBM
COM	Seaver Communication	Seaver	GSBM	Graziadio School of Bus & Mgt	GSBM
CONV	Seaver Convocation Series	Seaver	HUTE	Seaver Humanities/Teacher Educ	Seaver
DESC	GSBM Decision Sciences	GSBM	IS	GSBM Information Systems	GSBM
ECON	GSBM Economics	GSBM	ISL	SVR Intl Studies and Languages	Seaver
ED	Ed Core	GSEP	LAW	School of Law	Law
EDC	Educational Computing	GSEP	MKTG	GSBM Marketing	GSBM
EDD	Education – Doctoral	GSEP	NASC	Seaver Natural Science	Seaver
EDEL	Ed Leadership Admin & Policy	GSEP	OTM	GSBM Org + Theory & Mgmt	GSBM
EDET	Educational Technology	GSEP	PSY	Psychology	GSEP
EDIM	Institutional Management	GSEP	PSYD	Psychology - Doctoral	GSEP
EDOC	Organization Change	GSEP	PUBP	School of Public Policy	SPP
EDOL	Organizational Leadership	GSEP	REL	Seaver Religion	Seaver
EDSM	Sma 1	GSEP	SOSC	Seaver Social Science	Seaver
EDTP	Teaching As A Profession	GSEP	STGY	GSBM Strategy	GSBM