



# Soka University of America

## COURSE APPROVAL REQUEST FORM (CARF)

**Course Action Required:**

**Effective term for implementation:**

**NOTE:** If a course number is being added or changed, has the new number been used in the past? If so, then when?

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ *(There is a 5-year moratorium on the re-use of a course number)*

**Course information:**

**Subject:**

**Course number:**

**Course Title (30 character limit):**

**Credits:**

**Long Course Title:**

**Additional Course Information:**

**Requisites:**  Pre-Requisite:  
 Co-Requisite:

**Grade Basis:**

**Consent:**

**Component (choose one):**  Lecture  Lab  Seminar

**Cross-listing:** Please cross list with: Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_

**Course Description:**

**Rationale for required Action:**

*For course additions, please include an abbreviated syllabus.*

**TYPE IN APPROPRIATE NAMES, PRINT OUT THE FORM, and OBTAIN REQUIRED SIGNATURES:**

**Area/Prog Coord:** \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Area/Prog Coord (for cross-list course):** \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dean of Faculty:** \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Registrar:** \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_