# Miscellaneous Request Worksheet: Jan Term

This document serves as a worksheet and should not be submitted as an official request.

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| Basic Details |
| Title: |  |
| Current policy: |  |
| New or revised policy: |  |
| Course title: |  |
| Department: |  |
| Course number: |  |
| Has the course been offered before? | Yes[ ]  no[ ]  |
| Cross-listed department: |  |
| Proposed location: |  |
| Is this a new location? | Yes[ ]  no[ ]  |
| Lead faculty: |  |
| Additional faculty: |  |
| Brief course description: | This course description should be in the same style as the descriptions in the course catalog. Note that complete sentences are not used. |
| Course prerequisites: |  |
| Justification: |  |
| Are all supporting documents (syllabus) complete? | Yes[ ]  no[ ]  |