



COURSE OFFERING SUBMISSION FORM
FOR TIMETABLING PURPOSES
REGULAR (FALL/WINTER) SESSION
YEAR 20_____ - _____

DEPARTMENT NAME/NUMBER: _____

PROPOSED COURSES

COURSE NUMBER	SECTION *	TERM 1 / 2 / B	COURSE TITLE	PROPOSED INSTRUCTOR (Last name/first initial)	CROSS-LISTED?		COURSE CAP	MATERIALS/ SERVICE FEE ¹		SLOT or DAY/TIME **	BIO- SAFETY? ²	ANIMALS USED? ³	BLDG/ ROOM	FINAL EXAM		EXAM TYPE ***
					Y/N	DEPT.		Y/N	\$					No	Yes	

* If only one section is offered in a term it will be section A00; multiple sections of course in same term will be A01, A02, etc. Evening courses are section A10. Online courses are section NET. Please leave blank if unsure.

** For online (NET) courses, indicate if asynchronous or synchronous; if synchronous, include slot or day/time information

*** Choices for exam type are In-Person, Online, Take Home, or Oral Exam

Comments/Special Requirements: _____

1) State what Materials/Service Fee is for: _____ 2) Requires approval from BU Biosafety Committee 3) Requires approval from BU Animal Care Committee

Materials/Service Fees approved on this form will be charged to students at time of registration. If more than one fee, please attach itemized list. Please see [Student Fee Policy](#) for further information.

COURSE OFFERINGS APPROVED BY CHAIR: _____ COURSE OFFERINGS APPROVED BY DEAN: _____ DATE: _____

Completed forms to be submitted to: Registrar's Office, Room 119, McKenzie Building