



COURSE OFFERING SUBMISSION FORM
FOR TIMETABLING PURPOSES
SPRING/SUMMER SESSIONS
YEAR 20_____

DEPARTMENT NAME/NUMBER: _____

PROPOSED COURSES

| COURSE NUMBER | SECTION | SPRING OR SUMMER | TERM 1 / 2 / B | COURSE TITLE | PROPOSED INSTRUCTOR | CROSS-LISTED? | | COURSE CAP | MATERIALS/SERVICE FEE ¹ | | SLOT or DAY/TIME | BIO-SAFETY? ² | ANIMALS USED? ³ | BLDG/ ROOM | FINAL EXAM | |
|---------------|---------|------------------|----------------|--------------|---------------------|---------------|-------|------------|------------------------------------|----|------------------|--------------------------|----------------------------|------------|------------|----|
| | | | | | | Y/N | DEPT. | | Y/N | \$ | | | | | YES | NO |
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SLOTS

- A** Mon – Thurs. 9:00 – 12:00 noon **B** Mon – Thurs. 1:00 – 4:00 p.m. **C** Mon – Thurs. 7:00 – 10:00 pm
- D** Mon & Wed 9:00 – 12:00 noon **E** Mon & Wed 1:00 – 4:00 p.m. **F** Tue & Thurs 1:00 – 4:00 p.m.

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