

Course Change Form

Course Prefix	Course No.	Course Title	Credit Hr.	Clock Hr.

Request: Add Course Revise Course Delete Course

(Revisions to course prefix, course number, credit hours, or clock hours require a new course.)

Instructional Section

- Delivery of Course (Options: Traditional / Hybrid / Online)
- Pre- or Co-requisite for Course (attached syllabus required)
- Course Title/Description/Learning Outcomes (attached syllabus required)

Course Fee Section (Requires Bursar Approval)

- Add Course Fee \$_____ (attached documentation required)
- Revise Course Fee: \$_____ (attached documentation required)
- Delete Course Fee

NOTE: Attachments listed above are required for processing request to completion. Order of signatures is Associate Provost, Registrar (final signature for Instructional Section), and Bursar (final signature for Course Fee Section). Course Change Forms submitted to Bursar must include Course Fee Spreadsheet.

<hr/> Associate Provost Signature (Instructional and Course Fee Sections)	<hr/> Date
<hr/> Registrar Signature (Instructional and Course Fee Sections)	<hr/> Date
<hr/> Bursar Signature (Course Fee Section Only)	<hr/> Date