Course Change Form

Prefix | Number | Title | Credit | Clock
---|---|---|---|---

Semester Effective Date | CIP Code

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.

Associate Provost Signature
Approval of Instructional and Course Fee Sections

Date

Registrar Signature
Approval of Instructional and Course Fee Sections

Date

Bursar Signature
Approval of Course Fee Section Only

Date