

## Course Change Form

Prefix	Number	Title	Credit	Clock <i>Optional</i>
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.

<b>Dean or Program Lead Signature</b> <i>Approval of Instructional and Course Fee Sections</i>	<b>Date</b>
<b>Registrar Signature</b> <i>Approval of Instructional and Course Fee Sections</i>	<b>Date</b>
<b>Bursar Signature</b> <i>Approval of Course Fee Section Only</i>	<b>Date</b>