

COURSE CHANGE REQUEST FORM

(QM use only)

STEP 1 - COURSE INFORMATION

SUBJECT CODE/COURSE NUMBER: _____ CROSS-LISTED COURSES: _____

COURSE TITLE: _____ CHANGE EFFECTIVE TERM: _____

STEP 2 - LIST CHANGES REQUESTED

◇ CHANGE COURSE TITLE: _____

- TITLE FOR TRANSCRIPT (computer generated): _____
(Maximum 30 characters, including spaces)

◇ CHANGE SEMESTER HOURS: _____ CHANGE GRADE OPTION TO: A-F CRD/NCR AUD

◇ CHANGE PREREQUISITES/COREQUISITES: _____

◇ CHANGE GE FULFILLMENT (Undergraduate courses only): _____
○ (Requires GE Committee Approval - See Step 5 Below)

◇ CHANGE MAJOR/MINOR PROGRAM FULFILLMENT: _____
○ (Indicate Core, Elective, Emphasis fulfillment for which major)

CHANGE THE FOLLOWING RESTRICTIONS TO LIMIT ENROLLMENT TO ELIGIBLE STUDENTS ONLY:

◇ MAJOR RESTRICTIONS: _____ LEVEL RESTRICTIONS: _____

◇ PROGRAM RESTRICTIONS: _____ CAMPUS RESTRICTIONS: _____

◇ DELETE FROM ACTIVE COURSES: _____ REACTIVATE COURSE: _____

◇ MAKE OTHER CHANGES AS DESCRIBED:

◇ COMMENTS/REASONS FOR CHANGE:

STEP 3 - ORIGINATOR OF CHANGE

SUBMITTED BY: _____
(Printed Name) (Signature) (Department)

STEP 4 - PROGRAM/DEPARTMENT CHAIR APPROVAL

BY: _____
(Program/Department Chair Signature) (Program/Department)

STEP 5 - GE COMMITTEE APPROVAL (FOR GE FULFILLMENT CHANGES ONLY)

BY: _____
(GE Committee Approval)

STEP 6 - ACADEMIC DEAN APPROVAL

APPROVED BY: _____
(Academic Dean Signature) (Cross List Academic Dean Signature)

COMMENTS (DEPT CHAIR/DEAN/RCA)

IN BANNER: _____
Initials Date