Undergraduate Course Change/Delete Request Form
Use for courses 100-499. No "G" courses.

Department Name: _____

Effective Term and Year: _____ _____

Action: ☐ Change Course ☐ Delete Course

Will this impact other Departments? ☐ Yes ☐ No
If yes, which department? _____

Current Course Information (Required)

Prefix: _____ **Number:** _____ **Credit:** ____ **Lab:** ____ **Lecture:** ____ **Schedule Type:** _____ / _____ **Grading Option:** _____

Course Title: _____

Change Type: ☐ Prefix ☐ Number ☐ Title ☐ Credit ☐ Description ☐ Pre/Co Reqs ☐ Restrictions ☐ Grading Option ☐ Other

Rationale:

New Course Information:
(Include only info being changed)

FROM:
Prefix: _____ Number: _____ Credit: ____ Lab: ____ Lecture: ____ Schedule Type: _____ / _____ Grading Option: _____
Course Title: _____
Description: _____

TO:
Prefix: _____ Number: _____ Credit: ____ Lab: ____ Lecture: ____ Schedule Type: _____ / _____ Grading Option: _____
Course Title: _____ **30 Char. Max Abbreviation:** _____
Description: _____

Prerequisite(s):
FROM: _____
TO: _____

Co-requisite(s):
FROM: _____
TO: _____

Pre/Co-requisite(s):
FROM: _____
TO: _____

Repeatable Credit:	Variable Credit:	Variable Topic:	Pre/Co-Requisite for other Course?
FROM: ☐ Yes **TO:** ☐ Yes ☐ No ☐ No If yes, number of times repeatable: ____ ☐ Unlimited	**FROM:** ☐ Yes **TO:** ☐ Yes ☐ No ☐ No If yes, __ min and __ max credits	**FROM:** ☐ Yes **TO:** ☐ Yes ☐ No ☐ No	☐ Yes ☐ No If yes, provide courses: _____ _____

Restriction(s): FROM: _____
TO: _____

ADMIN USE ONLY		Name	Phone Ext/Email	Signature	Date
AA REVIEWED _____ PROCESSED _____ **REGO** PROCESSED _____	**Submitted By**				
	Department Head				
	Academic Dean				
	UG Curriculum Committee				
	AVP Academic Affairs				

Upon approval by the Academic Dean, send the original, signed form **directly** to Academic Affairs, Academic Programs (Martin Hall, room 223). Academic Affairs will record as received, review for compliance with the University style guide and completion of information, and route as required to other approval entities.