

This form is used to request changes to existing course/lab listed in the Registration Guide. Any new course/lab additions are to be submitted using the applicable "Course Offering Submission Form" or "Lab Offering Submission Form".

Academic Year _____ Regular (Fall/Winter) Spring Summer
(e.g., 2021/22)

Section One – Changes to existing course/lab section – check all applicable and include details			
Dept. No.:	Course/Lab No.:	Section:	Title:
Is this a cross-registered course?	No	Yes	With Dept. No(s):
Current Term:	Current Slot/Time:	Current Proposed Instructor:	
Term Change *	From:	To:	
Slot/Time Change *	From:	To:	
Mode of Delivery Change * <small>(In-person/Online Synch/Online Asynch/Online Blended)</small>	From:	To:	
Change of Exam Type <small>(In-person/Online/Take-Home/No Final/Oral Exam)</small>	From:	To:	
Change of Proposed Instructor	From:	To:	
Change of Location (Bldg/room)	From:	To:	
Change of Course Capacity	From:	To:	
Change of Lab Slot/Time *	From:	To:	
Change of Lab Instructor	From:	To:	
Change of Lab Location (Bldg/room)	From:	To:	
Change in Lab Capacity	From:	To:	
NOTE: Only change of capacity in course/lab requires Instructor/Chair approval			
Instructor's Signature:		Chair's Signature:	
* Notification of change(s) will be sent by Registrar's Office to all students currently registered in course/lab			
Section Two – Cancellation of existing course/lab:			
Cancellation of Course	Term (1/2/B):	Cancellation of Lab	Term (1/2/B):
Dept. No.:	Course/Lab No.:	Section:	Title:
Is this a cross-registered course?	No	Yes	With Dept. No(s):
Proposed Instructor:	Location (Bldg/room):		
Notification of cancellation will be sent by Registrar's Office to all students removed from course/lab			
Section Three – Acknowledgement & Approval			
<input type="checkbox"/> I confirm that the change(s) indicated above have been discussed with both the instructor and Department Chair, and that both have been notified that this change will be implemented.			
Dean's Signature:		Date:	

Comments: _____