

The addition or removal of any restriction or change in credit hours in a course requires that this form, accompanied by any supporting documentation, be completed and approved as indicated below.

COLLEGE _____ DEPARTMENT _____

REQUEST IS FOR CHANGE IN COURSE _____
Prefix Number Course Title

TO BE INCLUDED IN 20 ____ /20 ____ CATALOG AND EFFECTIVE IN THE BANNER SYSTEM FOR _____ TERM
Effective term must be a future term for which registration has not begun. Catalog year will be the next printed edition. Earlier terms/years will not be processed.

IS REQUEST FOR A CHANGE IN CREDITS FOR COURSE LISTED ABOVE? Yes No *If yes, current credits _____ requested credits _____*

IS REQUEST TO CHANGE RESTRICTIONS FOR COURSE LISTED ABOVE? Yes No *If yes, please check all that apply:*

Add Remove Prerequisite Corequisite _____
Prefix Number and or

Add Remove Prerequisite Corequisite _____
Prefix Number and or

Add Remove Prerequisite Corequisite _____
Prefix Number and or

Add Remove Other Restrictions* Yes No *If yes, please list below:*

**Other restrictions may include changing the grades applied to the course (P/F, S/U, A-F, CEU), majors or class levels restricted from registration, or other restrictions.*

APPROVALS: Once appropriate department approvals are completed, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for signatures below and forward to Catalog Director.

1) _____ 4) _____
Originator Date Chair, Graduate Council Date

2) _____ OR
Department Head/Program Chair Date

3) _____
Dean or Associate Dean Date Chair, Undergraduate Curriculum Committee Date

CATALOG DIRECTOR'S USE ONLY

SCACRSE _____ SCADETL _____ SCAPREQ _____
SCABASE _____ SCARRES _____ Operator Initials _____ Date _____

DISTRIBUTION
Original – Registrar
Copy – Academic Unit