



# AUTHORIZATION TO CHANGE<sup>1</sup>

## *Approved Course Request/Printed Class Schedule Bulletin*

(Circle one) FALL 20\_\_ SPRING 20\_\_ SUMMER 20\_\_ \*Session (PTM)# \_\_\_\_\_

(Circle one) ADD CANCEL CHANGE\*\* OTHER \_\_\_\_\_

SUBJECT: \_\_\_\_\_ COURSE NUMBER: \_\_\_\_\_ SECTION #: \_\_\_\_\_ CREDIT HRS \_\_\_\_\_

COURSE REFERENCE # (CRN)\*\* \_\_\_\_\_ CONTACT HRS FOR FACULTY: \_\_\_\_\_

COURSE TIME: \_\_\_\_\_ to \_\_\_\_\_ DAY(S) \_\_\_\_\_ BLDG/ROOM\*\*\*\* \_\_\_\_\_  
Start End

MAXIMUM ENROLLMENT: \_\_\_\_\_ PRINT: \_\_\_\_\_ YES \_\_\_\_\_ NO

INSTRUCTOR NAME: \_\_\_\_\_ CSU ID#: \_\_\_\_\_

REQUESTED CHANGE\*\*:

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

**Please note:** It is the department's responsibility to monitor and track all course offerings proposed as off-campus classes. This includes extension, contract and cohort courses. If 50% or more of a curriculum is offered off-campus, the request for the body of course work must go through the University Curriculum Coordinating Committee and receive appropriate authorization, which may include submission to IBHE.

REASON FOR CHANGE [Attach documentation of graduation or other support materials.]: \_\_\_\_\_

### APPROVAL:

CHAIRPERSON/PROGRAM DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

COLLEGE DEAN: \_\_\_\_\_ DATE: \_\_\_\_\_

PROVOST & SENIOR VICE-PRESIDENT FOR ACADEMIC AFFAIRS: \_\_\_\_\_ DATE: \_\_\_\_\_

COURSE SCHEDULING: \_\_\_\_\_ DATE: \_\_\_\_\_

3/15/12 Updated

\*Summer Part of Term, \*\*From printed & approved schedule, \*\*\* Please provide CRN for changes/cancellations, \*\*\*\* Course Scheduling will supply with Provost approval

<sup>1</sup>Note: (1) After registration begins new courses and time/day changes will not be added unless "special" circumstances apply, (2) increased enrollment caps will be made only during regular registration, (3) adding courses/sections that increase a faculty member's load must be accompanied by a revised yearlong AND cannot increase the faculty member's work load to 18 cues per term nor result in a part-time employee becoming full-time. Final approval resides in the Office of the Provost.