



UNIVERSITY OF NEW ENGLAND

Academic Changes to Course Offerings

Purpose: To determine changes that can be addressed during the course solicitation process instead of during registration. They are required for any/all changes to the course offerings.

Term: _____

CRN : _____

Subject Code & Course Number & Title: _____

Academic Change Requesting (Including Reason):

- Activate/Un-Hide Section(s)
- Deactivate/Hide Sections(s)
- Cancel/Delete Section(s)
- Add New Section(s)

Changes to Course Restrictions:

- Pre-Requisites/Concurrency Co-Requisites
- Course Description Cross-Listing
- Field of Study/Major Rest. Course Fee
- Course Comments Class/Level

Other Changes:

- Course Change to Day/Time/Max Cap:

- Room Change

PRIMARY INSTRUCTOR

- Add Instructor Change Instructor
- Name: _____
- PRN: _____

SECONDARY INSTRUCTOR

- Add Instructor Change Instructor
- Name: _____
- PRN: _____

Details/Notes Regarding Changes:

Signatures Required*:

Faculty Member: _____ Date: _____

Dept Chair: _____ Date: _____

Dean: _____ Date: _____

Once Dean's signature is obtained, please return to the Registrar's Office.
**Dean's signature is not required for College of Graduate & Professional Studies*

Registrar's Office Use Only	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>