



# 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.

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