REQUEST FOR THE CREATION OF A NEW COURSE SECTION, CORRECTION TO AN EXISTING COURSE SECTION, OR REMOVAL OF AN EXISTING COURSE SECTION

This form must be used when adding a course that was not in the original class schedule or to change an existing course section. All of the following information and approvals must be provided before a course section will be established in the Student Information System.

Check One  
____ Create New Section (Complete entire form)  
____ Change Existing Section (Complete only fields that are changing)  
____ Remove Existing Section (Complete fields with identifying information)

Term: ____________________________  
Department: ____________________________

Course Subject: ____________________________  
Course Number: ____________________________  
(i.e., ENGL, MTH)  
(i.e., 3301)

Title: ____________________________________________  
(Complete if title is different from official Course Inventory Title)

Instructor Name: ____________________________________________

Type of Instruction:  
LEC – Lecture  
LAB – Lecture  
PRA – Practicum  
IND – Independent Study  
FLD – Student Teaching

Meeting Days: ____________________________  
Meeting Time: _______ to _______  
(i.e., MW, TTH)  
(Begin)  
(End)

Building: ____________________________  
Room Number: _______  
Site: _______

Teleconference: _____Yes  _____No  
Web Course: _____Yes  _____No

Maximum Enrollment: _______

APPROVALS

Instructor: ____________________________________________  
Date: _____________

Department Chair: ____________________________________________  
Date: _____________

Dean: ____________________________________________  
Date: _____________