



# Schedule Change Request

School \_\_\_\_\_  
 Term \_\_\_\_\_  
 Course Number \_\_\_\_\_  
 Course Title \_\_\_\_\_

Requestor \_\_\_\_\_  
 Year \_\_\_\_\_

**Type of Change**

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Meeting Days | <input type="checkbox"/> Adding a Course   | <input type="checkbox"/> Adding WebCT to course |
| <input type="checkbox"/> Meeting Time | <input type="checkbox"/> Deleting a Course | <input type="checkbox"/> Instructor             |

**Change:** \_\_\_\_\_  
 \_\_\_\_\_

**Confirm that this change conforms to Current Rotation:** \_\_\_\_\_  
*(yes or no; signature of chair & dean)*

**Reason/Justification for Change & Address Rotation if deviating from standard (required):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_

**Associate Dean or Dept. Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved  Rejected

**Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved  Rejected

**Provost:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved  Rejected

Entry Completed \_\_\_\_\_