**COURSE SCHEDULE - CHANGE/ADD/DELETE**

TO: Office of Records  
FROM: __________________________ Department Chair

You are hereby authorized to make the following change in the class schedule:

<table>
<thead>
<tr>
<th>Term</th>
<th>Section</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>___Fall</td>
<td>___</td>
<td>___Year</td>
</tr>
<tr>
<td>___Spring</td>
<td>___</td>
<td>___Year</td>
</tr>
<tr>
<td>___Summer 1</td>
<td>___</td>
<td>___Year</td>
</tr>
<tr>
<td>___Summer 2</td>
<td>___</td>
<td>___Year</td>
</tr>
<tr>
<td>___Summer Long</td>
<td>___</td>
<td>___Year</td>
</tr>
</tbody>
</table>

=================================================================

[ ] CHANGE  
[ ] DELETE  
[ ] ADD

- Regular course  
  Subject Code: __________  
  Course Number: ________  
  Section Number: _______

- Research 1700, 1701, 1702, 1703, 2700, 2701, 2702, 2703, 3700, 3701, 3702, 3703, 4700, 4701, 4702, 4703  
  Subject Code: __________  
  Course Number: circle one above  
  Section Number: __________

- Special Topics 1750, 1751, 1752, 1753, 2750, 2751, 2752, 2753, 3750, 3751, 3752, 3753, 4750, 4751, 4752, 4753  
  Subject Code: __________  
  Course Number: circle one above  
  Section Number: __________

- Directed Study 1800, 1801, 1802, 1803, 2800, 2801, 2802, 2803, 3800, 3801, 3802, 3803, 4800, 4801, 4802, 4803  
  Subject Code: __________  
  Course Number: circle one above  
  Section Number: __________

- Internship 1850, 1851, 1852, 1853, 2850, 2851, 2852, 2853, 3850, 3851, 3852, 3853, 4850, 4851, 4852, 4853  
  Subject Code: __________  
  Course Number: circle one above  
  Section Number: __________

Course Name ____________________________________________________________

(title is limited to 30 characters, including spaces)

Credit Hour Value____

( ) CROSS-LIST with Dept________ Course #________ Section________

Grading:

( ) Credit/No Credit  
( ) Regular Credit

Please provide location and time if known.

Time ______________________

Building _________ Room _________

Professor ____________________________

=================================================================

Approved:

____________________________________  ________________________

Department Chair  Date

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Processed in Records by_________________  Date_________

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*Form last updated 4/5/2017*