



# ASBURY UNIVERSITY

OFFICE OF THE REGISTRAR

registrar@asbury.edu

## COURSE INFORMATION CHANGE REQUEST

Approved changes will be applied to the following academic year. All changes in course numbers or course credit values which affect majors, minors or Foundations requirements must follow the APCC proposal processes.

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair [print]: \_\_\_\_\_

Dean [print]: \_\_\_\_\_ Signature/Date will be receipt from Dean's AU Email.

### Current Course as listed in the Bulletin:

Prefix: \_\_\_\_\_ Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

### Course change/s requested for next academic year:

1. Change the course grading type to:  Letter Graded Course  Credit/No Credit (P/N)
2. Remove this course Pre-requisite: \_\_\_\_\_
3. Add this course Pre-requisite: \_\_\_\_\_
4. Remove this course Co-requisite: \_\_\_\_\_
5. Add this course Co-requisite: \_\_\_\_\_
6. Change if a contract is required:  Contract now required  Contract no longer required
7. Update Course Title to read: \_\_\_\_\_
8. Update the Course Description in the Course Catalog.  YES  
[Please attach a page with the proposed description.]
9. Change/remove/add Course Fee. \_\_\_\_\_

### Rationale for any and all requested changes listed above:

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### OFFICE USE ONLY

- Update Bulletin and Course Catalog  
Year: \_\_\_\_\_
- Update Major/Minor Sheets
- Update CVue Course List
- Update CVue DPA lists
- Completed by: \_\_\_\_\_
- Date: \_\_\_\_\_

Registrar Approval	Received
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