DEPARTMENT CHAIR SCHEDULE CHANGE FORM

This Form can only be used for changes of an existing course in the current semester.

**School of Education:** ****Arts & Sciences**
Room Change Room Change
Maximum Capacities Maximum Capacities
Prerequisites Special Approvals
Special Approvals Comments
Comments
Correction made to mistake in the schedule by
Correction made to mistake in the schedule by
by Registrar’s Office.
Registrar’s Office

**Changing prerequisites within the College of Arts & Sciences must be submitted on Banner**
**Catalog Form and go through the Curriculum Committee.**

This form cannot be used to change instructors, days, times, cancel a course, or add a new section
or a new course to the schedule as this requires the signature of the appropriate Dean.

Semester:     CRN:  SUBJECT:  COURSE NUMBER:  SECTION:

Please make the following change to the above course:

Signature of Department Chair/Designee  Date  Change Completed: (Office use only)

Fax to Registrar: 315-267-2157