Course Change Request

Check Appropriate Boxes: Undergraduate credit ☑ Graduate credit ☐ Professional credit ☐

1. School/Division  IUPUI Honors College
2. Academic Subject Code HON
3. Current Course Number HON 398
4. Current Credit Hours VAR
5. Current Title Honors Topics
6. Effective Semester/Year for changes listed below: Fall 2010
7. Instructor:

Type of Change Requested (Check appropriate boxes and indicate changes)

☐ 8. Change course number to: ____________________________ (must be cleared with University Enrollment Services)

☐ 9. Current course title: ________________________________

Change to: ____________________________________________

Recommended abbreviation (optional) _____________________ (Limited to 32 Characters including spaces)

☐ 10. Current credit hours fixed at: ____________ or variable from: ____________ to ____________

Change to credit hours fixed at: ____________ or variable from: ____________ to ____________

☐ 11. Current lecture contact hours fixed at: ____________ or variable from: ____________ to ____________

Change to lecture contact hours fixed at: ____________ or variable from: ____________ to ____________

☐ 12. Current non-lecture contact hours fixed at: ____________ or variable from: ____________ to ____________

Change to non-lecture contact hours fixed at: ____________ or variable from: ____________ to ____________

☐ 13. Is this course currently graded with S-F (only) grades? Yes _____ No _____

Change to S-F (only) grading? Yes _____ No _____

☐ 14. Does this course presently have variable title approval? Yes _____ No _____

Is variable title approval being requested? Yes _____ No _____

☐ 15. Is this course being discontinued? For all campuses _______ or for this campus only _______

☐ 16. Current course description

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Change course description to (not to exceed 50 words) ____________________________________

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17. Justification for change ____________________________________________________________

(Use additional paper if necessary)

18. Are the necessary reading materials currently available in the appropriate library? YES

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of this course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: __________________________ Date ____________

Department Chairman/Division Director __________________________ Date ____________

Dean of Graduate School (when required) __________________________ Date ____________

Approved by: __________________________ Date ____________

Dean __________________________ Date ____________

Chancellor/Vice-President __________________________ Date ____________

University Enrollment Services __________________________ Date ____________

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 725 University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White