Course Change Request

Indiana University

IUPUI Campus

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 498
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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Change course description to (not to exceed 50 words)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

Date ________________

Dean of Graduate School (when required)

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