

Schedule 3

- This form is used to request changes to the approved timetable for a department as submitted on Schedule 2.
- Directed Study courses for individual students will continue to use existing Directed Study Forms.
- Forms not approved by the Dean will not be accepted.

New Course offering	Term _____
Change existing course	CRN _____ Course _____ (1xxxx or 2xxxx) (ENGL 1205.1A)
Cancel existing course	CRN _____ Lab/Rec _____

Existing Course Information	New Course Information
Day _____	Day _____
Time _____	Time _____
Instructor _____	Instructor _____
Limit _____	Limit _____
Location _____	Location _____
Web CT _____	Web CT _____
Funding Source _____	Funding Source _____

Comments or special instructions:

Requested by: _____	Approved by: _____
Departmental Chairperson	Dean
_____	_____
Date	Date

Return all 3 copies to the Registrar's office; Copy 2 and 3 will be distributed when systems have been updated.