

## 2025-2026 Course Change Request Form

**Institution Name:** East Central University

**Academic Department Submitting Proposal:**

**Existing Course Identification**

Course Prefix:

Course Number:

Course Title:

Course Credit Hours:

**Reminder:** If your change involves a lecture and lab that are scheduled separately, you must submit a form for each.

**Select all the following applicable to the change/s being requested.**

Course Prefix		Course Learning Outcomes	
Course Number		Course Type (e.g., LA, HON, GENED, etc.)	
Credit Lecture Hours		Waitlist Status	
Credit Lab Hours		Grade Modality	
CIP Code		Couse Repeat Status	
Course Title (Long Version)		Prerequisites	
Couse Title (Short Version)		Corequisites	
Course Description		Other Registration Restriction	

**Course Changes Approved After Registration Opens (November/April):** In these cases, previously scheduled courses without the new change will not be permitted to remain in the schedule. If the change cannot be made without unenrolling and re-enrolling all registered students, then the Records Office will cancel the course and unenroll students, but it will be the academic department's responsibility ensure all students are re-enrolled.

Provide a detailed explanation of the change/s requested. If more than one item in the list above has been selected, divide your explanation into sections with appropriate headings. *1500 character limit*

**Resources Required:** Will the course change/s require additional resources, monetary or otherwise, not currently budgeted/assigned to the academic department? Resources may include, but are not necessarily limited to, instructional faculty, classroom equipment, lab equipment, online learning tools and campus meeting space. If all changes to the course are resource neutral, please provide an explanation in support of this claim. *1000 character limit*