



Non-Credit Course Change Request

DEPARTMENT INFORMATION	
Requested By: _____	Email: _____
Title: _____	Request Date: _____

CURRENT COURSE INFORMATION	
Subject Area: _____	Course Number: _____
Course Title: _____	Term Change is Effective: _____

CHANGE REQUESTED				
Subject Area: _____	Course Title: _____			
Instructional Method: _____	Contact Hours: _____ Grade Type: _____			
Attributes: (Check all changes that apply)				
Canvas	Foster's Promise	Completer's Grant	Reboot	Other:
<input type="checkbox"/> Add	<input type="checkbox"/> Add	<input type="checkbox"/> Add	<input type="checkbox"/> Add	<input type="checkbox"/> Add
<input type="checkbox"/> Remove	<input type="checkbox"/> Remove	<input type="checkbox"/> Remove	<input type="checkbox"/> Remove	<input type="checkbox"/> Remove
Tuition Amount: _____	Justification: _____			
Type or attach updated course description or add additional notes:				
<div style="border: 1px solid black; height: 100px;"></div>				

APPROVALS:

1. _____ Date _____
Vice Chancellor for Workforce Development
2. _____ Date _____
Executive Director, Financial Services/Associate Controller
3. _____ Date _____
Executive Director, Curriculum and Program Development