



Program or Course Change Request Form

Date: _____

Requestor: _____

Program: _____

Type of Request (check all that apply):

Program/Program of Study Change Request

- New program request (*attach program review document*)
- Program furlough request (*attach program furlough document*)
- Change in program outcomes (*attach current and proposed program outcomes*)
- Program of Study revision (*attach current and proposed program of study with course rotation*)

Course Change Request

**Note: All course change requests must be accompanied by syllabi reflecting proposed changes.*

- GERTA or CCN request to NDUS
- Course numbering or title change
- Course description, pre-requisites,
or sequence change
- Course credit change
- Content-extensive change in topics
or course outcomes
- Course deletion
- New course addition

Briefly describe the change(s) being requested. Include reason for change.

***Submit all requests to the Academic Dean and Curriculum Committee Chair.**

Committee Use Only

Request reviewed by Committee

Approved/Date: _____ Effective Date: _____

Denied/Reason: _____

Results communicated to Requestor.

Changes forwarded for posting on website (if applicable)

Notification of Stakeholders:

Academic Dean (all program and course changes)

Registrar (all program and course changes)

Admissions (all program and course changes)

Advisors/mentors (all program and course changes)

Dean of Administration (program changes only)

Dean of Student Services (program changes only)

Financial Aid Director (program changes only)

Business Office (program changes only)

President (program changes only)