



# Course/Section Revision Form

June 2016

Use this form to modify course properties or change section or term info. Revisions will appear on your dept. course table when this form is processed by Registrar.

## Existing Information (as it currently appears on the dept. course table)

Course & section no. (e.g. ID-1234-01): \_\_\_\_\_ Academic year: \_\_\_\_\_ Term(s) offered:  FA  WS  SP  SS

Course title: \_\_\_\_\_

Instructor name(s): \_\_\_\_\_

## New Information (only fill in fields that are changing)

List all items to be changed (e.g. New title, New instructor, Travel component, etc.):

Students eligible to take this course (check all that apply):

Fr  So  Jr  Sr  5<sup>th</sup> yr  Grad

Registration restrictions (e.g. majors only, GRAD): \_\_\_\_\_

Instructional method:  Studio  Lecture  Seminar  Workshop

Can course be repeated for credit? (if yes, explain)  Yes  No

Are these changes permanent?  Yes  No

Add/Cancel a section:  Add section  Cancel section

For multi-section courses:  Change *this* section  Change *all* sections

Replace one course w/ another:  Yes

Is permission of instructor required? (if yes, explain)  Yes  No

Create WebAdvisor wait list? (if yes, which sections?)  Yes  No

Change year/term to: Year: \_\_\_\_\_  FA  WS  SP  SS

Travel: Is there a travel component?  Int'l  Domestic

Add crosslisting: Department name: \_\_\_\_\_

If so: Destination: \_\_\_\_\_ Duration: \_\_\_\_\_

New title: \_\_\_\_\_

Name of 2<sup>nd</sup> responsible adult (1-day trips exempt): \_\_\_\_\_

Abbreviated title for WebAdvisor: \_\_\_\_\_  
(22 character limit)

Course fee (use course fee wrksh): \_\_\_\_\_ Dept. to receive course fee: \_\_\_\_\_

New instructor(s) (e.g. from TBA or other instructor):

Est. materials cost: \_\_\_\_\_ Required Deposit: \_\_\_\_\_

New description: Insert the old and new descriptions on page 2.

Sec enrollment (Min required: 10 for UG & 8 for Grad): Min: \_\_\_\_\_ Max: \_\_\_\_\_

Course use (check all that apply):  Major Required  Major Elective  
 Graduate  Non-Major Elective  Liberal Arts

Prerequisites: \_\_\_\_\_

No. of credits:  3  6  9  12  Other: \_\_\_\_\_

Corequisites: \_\_\_\_\_

Request for specialized scheduling (restrictions apply): Old Library (CB 521) Fletcher Bldg, Co-Works

## Approvals

Instructor A type name date Dept. Head A type your name to indicate approval date Dean A type your name to indicate approval date

full-time  part-time  Other: \_\_\_\_\_  
administrator, grad student, etc.

Teaching Units:  Acct. #:

Academic Affairs type name to indicate approval date

### FOR TEAM TAUGHT/CROSSLISTED COURSES

Instructor B type name date Dept. Head B\* type your name to indicate approval date Dean B\* type your name to indicate approval date  
\*only required if different from Dept. Head A \*only required if different from Dean A

full-time  part-time  Other: \_\_\_\_\_  
administrator, grad student, etc.

Teaching Units:  Acct. #:

For schedule changes, email [reserveclassroom@risd.edu](mailto:reserveclassroom@risd.edu).



## Course/Section Revision Form

November 2015

New Course Description

Old Course Description