



Course/Section Revision Form

December 2017

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 5th 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

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

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

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

Replace one course w/ another: Yes

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 2nd responsible adult (1-day trips exempt): _____

Abbrev. Title for WebAdvisor: _____
(29 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.



Course/Section Revision Form

December 2017

New Course Description

Old Course Description