



Academic Services Administrative
Modification Form

Completed By Requesting Party:

Course ID and Name _____

Program ID and Name _____

Date of Request: _____

Name of Requestor: _____

Approved by Department Head: _____

Reviewed by School Dean: _____

Approved by Curriculum Chair: _____

Reviewed by Articulation Officer: _____

What is it that you are changing or correcting? Include rationale for Add/Change/Inactivate:

Action: Add Change Inactivate

From: _____ To: _____

Effective Term: _____

** Correcting/changing the top code will also require an update to the Course Outline of Record. Changing a top code may also impact the SAM Priority Code (CB09). The Chancellor's Office may change the proposed top code on a course based on content. "Changing" a top code on a course is a substantial change, resulting in a new course control number, and therefore should go through the curriculum process. "Correcting" a top code on course that has been previously scheduled will impact all historical records for that course, and may cause problems with data submissions to the Chancellor's Office.*

Kenna Hillman | Dean of Academic Affairs

Date

For Office Use Only:

Curriculum: _____ Scheduling: _____