



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.*

Michelle Grimes-Hillman | Dean - Academic Services

Date

For Office Use Only:	
Curriculum: _____	Scheduling: _____