

# CHANGING ACADEMIC CLASS STATUS

## ONE TRANSACTION PER FORM (ADD, DELETE OR CHANGE)

Approved (Chair) \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

TERM (Years): \_\_\_\_\_ FUNCTION: \_\_\_\_\_  
 S = Spring M = Summer F = Fall Add Delete Change

COURSE SECTION ID#: \_\_\_\_\_  
 Subject Area Course# Sec# Credit Hours

COURSE TITLE: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ SOCIAL SECURITY#: \_\_\_\_\_

MEETING MEETING  
 TIME: \_\_\_\_\_ PLACE: \_\_\_\_\_  
 DAYS START END BUILDING ROOM NUMBER

Please indicate whether a section is to be added, deleted, or changed by placing the appropriate response in the "function" line above. Indicate the reason(s) for requesting the change by checking the appropriate heading and options listed below.

<i>CHANGES ONLY</i>			
	Add A Section		Delete A Section
	A. Too many students in existing section		A. Too few students enrolled
	B. Requested for graduation		B. Lack of instructor
	C. Omitted from schedule		C. Incorrectly scheduled
	D. NEW Course (MUST be in catalog)		D. Schedule Conflict
	E. Other (Specify below)		E. Other (Specify below)
<i>Specify:</i>			

Please indicate changes requested by supplying the appropriate information below. List CHANGES ONLY.

INSTRUCTOR'S NAME: \_\_\_\_\_ SSN \_\_\_\_\_ N\*  
*\*Please circle "N" if person is new to the Baton Rouge Campus.*

MEETING TIME: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ CREDIT HOURS: \_\_\_\_\_  
 Days Start End

MEETING PLACE: \_\_\_\_\_ OTHER (SPECIFY BELOW): \_\_\_\_\_  
 Building Room Number

SPECIFY: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 Completed by ( If not Chair ): \_\_\_\_\_

Approved: \_\_\_\_\_  
 College/School Dean Academic Affairs