**Change Request Form**

**Course Name and Number:  
Date:  
Requested by:**

The purpose of this form is to identify changes in matters of substance, not stylistic preferences. Requested changes will be reviewed and considered. Accepted changes will be made by the conclusion of the *following* quarter. List the specific location of the change, a description of the change to be made, and the educational justification for the change. If the number of changes is excessive, the Associate Provost for Instruction and Online Learning retains the right to determine if the course needs to be rescheduled for future development.

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| **Specific Location of the Change** | **Requested Change** | **Educational Justification for the Change** |
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