

MUSKINGUM

UNIVERSITY

COURSE INFORMATION UPDATE

YEAR/SEMESTER: _____

ADD or DELETE Course

1. Course # w/ Sect _____ Days/Times/Location _____ Instructor _____

ADD	DELETE	Funding Status:	In-Load	Over-Load	Adjunct
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Course Title _____ Writing Unit? _____ Cap. _____ Credits _____

2. Course # w/ Sect _____ Days/Times/Location _____ Instructor _____

ADD	DELETE	Funding Status:	In-Load	Over-Load	Adjunct
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Course Title _____ Writing Unit? _____ Cap. _____ Credits _____

3. Course # w/ Sect _____ Days/Times/Location _____ Instructor _____

ADD	DELETE	Funding Status:	In-Load	Over-Load	Adjunct
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Course Title _____ Writing Unit? _____ Cap. _____ Credits _____

CHANGE Course Details

1. Current Course # with Sect _____ Current Days/Times/Location/Instructor _____

Indicate change below and explain

Day	Instructor Change			
Time	Capacity			
Location	Credit Hours	In-load	Over-load	Adjunct

2. Current Course # with Sect _____ Current Days/Times/Location/Instructor _____

Indicate change below and explain

Day	Instructor Change			
Time	Capacity			
Location	Credit Hours	In-load	Over-load	Adjunct

2. Current Course # with Sect _____ Current Days/Times/Location/Instructor _____

Indicate change below and explain

Day	Instructor Change			
Time	Capacity			
Location	Credit Hours	In-load	Over-load	Adjunct

Department Chair Signature _____ Date _____

Division Chair Signature _____ Date _____

Provost Approval _____ Date _____