Howard College
Course Change Form

Current Course (prefix and #): __________________________ Title: ________________________________________________

(ACGM or WECM title)

INDICATE CHANGES ONLY.

New Title: ________________________________________________

New Course Description? Please attach the complete course information from ACGM or WECM, including credit and contact hour information.

Course will be taught at the following locations:

_____ Big Spring _____ Lamesa _____ San Angelo _____ SWCID _____ Online

_____ Other: Name of Location(s)______________________________________________________________

CIP #: __________________________ Enrollment Maximum: _______ Enrollment Minimum: _______

Fees: $______________ Description of fee(s):_____________________________________________________

Credit Hours:_______ Total Contact Hours:__________ Lecture Hours: _______ Lab hours:_______

Pre-requisite(s) and/or Co-requisite(s): _________________________________________________________

First semester/term and year course will be taught WITH THESE CHANGES: __________________________

This course will be ________ required OR _______ an approved elective.

This course will be taught in the following program(s) (indicate all award levels):

_________________________________________________________________________________________

_________________________________________________________________________________________

APPROVALS:

____________________________________________________  ______________________
Signature, Instructional Dean  Date

Forward to Business Office

Business Office:  Fees ______ verified OR ______ adjusted
Correct fee(s): ____________________________________________________________  ______________

Registrar’s Office: Date Updated in Student Information System ______________  ______________

Return form and attachments to Vice President of Academic and Student Affairs.

Catalog and Degree Audit updated (initials): ________________________________________________

10/10/17 arb