

CHANGES TO COURSE OFFERINGS POLICY

- x This form submission is required for all course offerings outside of the course solicitation process. Any Catalog level course changes must be done during Catalog solicitations.
- x Any day/time changes to course sections with enrollment require that the course section be cancelled and that a new section be created.
- x Once the form is completed and all signatures are obtained, please email to the Registrar's Office: Registrar@une.edu (207) 602-2473.

ADD/CHANGE COURSE SECTION

TERM: Summer Fall Spring of 20 _____ CRN (Ex. 90834): _____

SUBJECT CODE (Ex. ENG, BIO): _____ COURSE # (EX. 120): _____

COURSE TITLE: _____

Day/Time Change: _____ Max Capacity Change: _____ Concurrency

Room Change: _____ Primary Instructor: _____ PRN: _____

Secondary Instructor: _____ PRN: _____ Cross-list: _____

Program Restriction: _____ Class/Level Restriction: _____

Course Fee (Dean's Office Only): _____ COURSE # (EX. 120): _____

COURSE TITLE: _____

REQUIRED SIGNATURES

Faculty Member Signature: _____ Date: _____

Department Chair/Academic Director Signature: _____ Date: _____