

Boston University
Wheelock College of Education and Human Development
Course Change Form

Use this form for changing the course number, title, course description, offer pattern, and location (e.g., on-campus vs. online).

Date:

Proposer:

email:

Program:

Department:

Current course number:

Change course number: For a list of course numbers currently in use, please contact the Wheelock Office of Data & Enrollment Management. A course number may not be reassigned to another course having different content until at least five years after the previous course was taught.

No:

Yes:

Current course title:

Change course title:

No:

Yes:

Short title Appears in on the Student/Faculty Link, 25Live, and student transcripts. Must be no more than 15 characters maximum, including spaces.

Change course description: Appears in the bulletin. No more than 40 words. Also include prerequisites, if any here. Prerequisites do not count towards the word count.

No:

Yes:

Change credits:

No:

Yes (Please specify, 0, 1, 2, 3, 4, etc., or variable):

Change year offer pattern:

Change instruction type: Check all that apply

No change

IND - Independent (standard course without separate discussion or experience sections)

LEC - Lecture (main, credit bearing component of a course with separate Discussion or Experience sections that meet at different times)

DIS - Discussion (zero credit section of a LEC+DIS course that meets at a different time or day than LEC component)

EXP - Experience (zero credit section of a LEC+EXP course that meets at a different time or day than LEC component)

Change course location: Check all that apply

No change

On campus

Off campus

Online

Abroad

Rationale for changes:

Signatures:

Program Director Approval

Date

Department Chair Approval

Date

Associate Dean of Academic Affairs Approval

Date