



REQUEST FOR CLASS CHANGE OFFERING WITH CURRENT STUDENT ENROLLMENT

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Schedule changes for classes in which students have already enrolled must be approved by the Department Head, Associate Dean for Instruction and the Vice Provost. They must explain why they must change the time of the class and send assurances that they will contact each student in the class and review student schedules. Schedule changes which introduce a new calendar, time, class length or format deviation from the regular calendar format of official class times must also complete page two.

Please return completed form to: Course Management - 322 Student Union or email to gurooms@okstate.edu.

Course (Prefix, Number, Title) _____ CRN: _____

Term/Year: _____ Instructor: _____

Current Time/Day Schedule: _____

Request Change to: _____

New Deviation from regular calendar, time, class length or format? No: Yes: If yes, complete page 2.

Departmental Contact: _____ Ext: _____

REASON FOR THE REQUEST:

Approved By: _____ Date: _____
Department Head Signature/Print Name

Associate Dean for Instruction Signature/Print Name Date: _____

Registrar Signature/Print Name Date: _____

Undergraduate Vice Provost (UG courses) or Senior Associate Dean of Grad College Signature/Print Name Date: _____

Registrar's Use Only
Processed By: _____ Date: _____



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(Page 2)

Complete this page only if the schedule change introduces a new deviation (calendar, time, class length or format) from the regular calendar format of official class times.

Number of Credit Hours: _____

Type of deviation requested:

- _____ calendar (course will not meet during a regularly-scheduled session)
- _____ class will not start at standard start time
- _____ length of class meeting exceeds standard meeting time
- _____ days of the week format (e.g., Monday and Thursday)
- _____ Blended Hybrid (Attach Syllabus)

Scheduled Dates: _____ Number of Days of Instruction: _____

Meeting Times and Days of the Week: _____

Additional meeting time is required for breaks: Classes meeting 2-5 hours at one time must add 15 minutes per class period; and classes meeting more than 5 hours must add 60 minutes per class period for breaks. For example, a three-credit-hour class meeting once a week for the full semester, such as T 7:20-10:00 pm, must include 15 minutes for break time each week.

Calculate Instructional Minutes: _____ (subtract breaks from the meeting times to calculate instructional minutes)
(See Oklahoma State Regents for Higher Education Policy 3.18 and OSU Policy 2-0209.)

Max enrollment: _____ Departmental Room: _____ Instructor Name (ID #): _____

Target Audience: _____ Campus: _____

Reason for Irregular Scheduling (Please explain why the course cannot be taught during scheduled semesters, intersession, or approved short course periods or does not follow one of the approved Parts of Term. Please address how the scheduling change will impact students' enrollment and schedules)

Registrar's Use Only
Processed By: _____ Date: _____