

CHANGES TO COURSE OFFERINGS POLICY

- 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.
- Any day/time changes to course sections with enrollment require that the course section be cancelled and that a new section be created.
- 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 SECTIONTERM: 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*): _____**ADDITIONAL NOTES:****CANCEL COURSE SECTION**TERM: Summer Fall Spring of 20 _____ CRN (Ex. 90834): _____

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

COURSE TITLE: _____

REQUIRED SIGNATURES

Faculty Member Signature: _____ Date: _____

Department Chair/Academic Director Signature: _____ Date: _____

Dean's Signature: _____ Date: _____