



# REGENT UNIVERSITY®

## School Of Education Schedule/ Instructor Change Request Form

### Schedule Change

Describe the Schedule Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please fill out Information below for the course in reference.

Department:  EMTP     ETSL     EFND     EDIP     ETSP     \_\_\_\_\_

Course Title: \_\_\_\_\_

Number of Hours: \_\_\_\_\_    Student Limit: \_\_\_\_\_    Semester: \_\_\_\_\_

Grade Mode:  Standard     Pass/Fail    Fees: \$ \_\_\_\_\_    Tuition:  \$560     \$ \_\_\_\_\_

Schedule Type:  Lecture     Distance     Hybrid    Dates: \_\_\_\_\_    Times: \_\_\_\_\_

Professor of Record: \_\_\_\_\_    Adjunct: \_\_\_\_\_

Reason for Schedule Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Any new course offered needs to have the syllabus turned into Dean Arroyo as soon as possible and book adoptions need to be sent to Charity Mack at [cmack@regent.edu](mailto:cmack@regent.edu).\***

Signature of Faculty: \_\_\_\_\_    Date of Request: \_\_\_\_\_

Signature of Dean: \_\_\_\_\_    Date Approved: \_\_\_\_\_

~Please sign and return to Hannah Miltenberger in ADM 207~any questions please call 266-4314