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.*

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