

COURSE CHANGE FORM

Current Course Information

Course Number:

Section:

Current Instructor:

Course Title:

Primary Dept:

Other Dept:

Term Offered:

Last Year Taught:

Course Information to Change

Please provide the type of change(s), and provide a description of the exact change to be made. Depending on the type of change, it may require CEP approval whereas others can be processed by the Registrar's Office. When unsure, please initially send to CEP (cep@hsph.harvard.edu). A full list of major and minor course changes can be found on the CEP and Registrar's websites.

Additional required materials:

- If updating a course description, submit an electronic copy of the new course description to the registrar's office.
- If changing the time, day, session, or alternate years of the course, the administrator or instructor will need to contact all affected departments.
- Requests to temporary or permanent cancellations require a course cancellation form.
- If changing an instructor, please include the new instructor's CV, other courses previous taught if any, etc.
- Changes to the following also require a new course proposal form: credit hours, course code/ number, and course title. Please see our [course management guidelines and forms page](#) for more details.

Type of Change:

Description of Change:

Required (if changing time, day, session, or alternate year):

- I will contact all affected departments regarding this change to time, day, session, or alternate years.

Authorizing Signatures:

Department Course Liaison's Signature

Date

Grading Instructor's Signature

Date

Department Administrator's Signature

Date

Department Chair's Signature

Date