|  |  |
| --- | --- |
|  |  Western Technical College **Change Request Form** |
| The **Change Request Form** must be completed when requesting updates or changes to program information such as Catalog Changes, Books and Tools updates, Weights, Grading Templates, Website Content, Changes in Course or Program Hours, New Courses, and Updated Course Descriptions ETC.

|  |  |
| --- | --- |
| Date: |  |
| Person Requesting Change: |  |
| Help Ticket # |  |
| Department / Program: |  |
| Change Being Requested: |  |
| Best and Worst Case Scenario Outcome: |  |
|  FA Director Notes: |  |
| Date Change will be effective: |  |
| Cohorts this change will go into effect: |  |
| Campus Director: |  |
| Campus Director Notes: |  |
| Campus Director Approved?***Yes or No*** |   |  Signature:  |  | Date:  |
| CEO Approved?***Yes or No*** |  |  Signature:  |  | Date: |
| Submitted for Updates Date: |  |

Revised 10/14/2016 |

|  |
| --- |
| ***Campus Director Approved Information/Verbiage:*** |

***Submit with Change Request Form***

|  |  |  |
| --- | --- | --- |
| Program Information/Course Descriptions* Campus Director approved Language/Verbiage that will be inserted into the catalog, addendum and/or handbook.
* Updated Syllabus
 | Weights* New Weights – Approved by Campus Director(s)
* Updated Syllabus
* Date new weights will take effect.
* Cohorts affected by weights change. FIRST TERM DATE AND COURSE DATES
 | Program Policies* Campus Director approved Language/Verbiage that will be inserted into the catalog, addendum and/or handbook.
* Effective Date
 |
| B&T’s * Filled out B&T template
* Verification from Accounts Payables on charges
* Cohorts affected by updated B&T’s. FIRST TERM DATE AND COURSE DATES
 | Program Schedule* Cohorts that will be affected by updated schedule. FIRST TERM DATE AND COURSE DATES
* New Program Schedule
 | Course Hours/Credits* Cohorts that will be affected by updated hours/credits. FIRST TERM DATE AND COURSE DATES
* New Credits or Hours
 |
| School Policies* Campus Director approved Language/Verbiage that will be inserted into the catalog, addendum and/or handbook.
* Effective Date
 | Tuition* Approved Amounts
* Best and worst case scenario with FA director notes on change request form.
* Cohorts that will be affected by updated tuition. FIRST TERM DATE AND COURSE DATES
* Effective Date
 | NEW Course* Best and Worst Case Scenario
* Updated Catalog Verbiage – Course Code- Course Description
* Hours, Credits
* Cohorts affected by New Course. FIRST TERM DATE AND COURSE DATES
* Syllabus
 |