



AUTHORIZATION FOR RETROACTIVE CHANGE TO COURSE RECORD

This signed authorization form is required in order to implement a retroactive change to a course record in BANNER(to be used for changes made after the end of semester; after grades have been entered; or when requested by the Registrar to further document a change that is of an unusual nature).

Date of Request: _____

Name/Title of Person Initiating Request: _____

Type of Change Requested:

- _____ Change in Course Title
- _____ Change in Course Number
- _____ Change in Instructor of Record
- _____ Other

Please provide detailed explanation of request (attach additional documentation, as necessary):

Semester/Year	_____
<u>Original</u> Data	_____
Amended Data	_____

SIGNATURE OF ORIGINAL DATA OWNER
Date _____

SIGNATURE OF AMENDED DATA OWNER
Date _____

SIGNATURE OF DEPARTMENT CHAIR
Date _____

SIGNATURE OF DEAN
Date _____

APPROVED:

VICE PRESIDENT FOR ACADEMIC AFFAIRS
Date _____

ACCEPTED:

REGISTRAR
Date _____

SIGNED FORM TO BE DIRECTED TO REGISTRAR FOR FINAL ACCEPTANCE & IMPLEMENTATION

FOR OFFICE OF REGISTRAR USE ONLY

DATE CHANGE ENTERED IN BANNER _____

ENTERED BY _____