

**ALMA COLLEGE  
EDUCATIONAL POLICIES COMMITTEE  
COURSE MODIFICATION FORM**

**SHORT FORM FOR CHANGES ONLY**

A. General Information

1. Instructor's Name: \_\_\_\_\_
2. Department or Program: \_\_\_\_\_
3. Course Number: \_\_\_\_\_ Title: \_\_\_\_\_  
(Title must not exceed 27 characters)
4. In which term and year will this change take effect? \_\_\_\_\_

B. Changes (Complete All That Apply)

1. Course to be deleted from offerings (Check One): Yes    No
2. New Number: \_\_\_\_\_ 3. Title: \_\_\_\_\_
4. New Credit Value: \_\_\_\_\_
5. Pre-Requisite Change To: \_\_\_\_\_
6. Fee Changed To: \_\_\_\_\_
7. Does this course request a deviation from standard DR designations policy?  
(if yes, explain in the comment section at the end of this form). Yes    No
8. Quill Status: Yes    No  
(Attach Quill Approval Form)
9. Spring Term "S" Designation (Check One): Yes    No  
(Attach "S" Designation Form)
10. Does this course contain significant non-US content? Yes    No
11. Description Change To: \_\_\_\_\_

C. Reason for Change(s)/Comments:

Request Date: \_\_\_\_\_

Chair Approval: \_\_\_\_\_ Emailed approval by chair is acceptable

**\*\* Please submit this form electronically to Daneene Held at [helddl@alma.edu](mailto:helddl@alma.edu)  
in order to be reviewed by EPC\*\***