

# Appendix C- Approvals Chart

Effective when Schedule goes live	Dean Approval Required	No Approval required
	Changing Days	Everything Else
	Changing Times	
	Changing Modalities	
Remove Section with Registration (once classes have begun)	Remove Section (no registration or before classes start)	

\*approvals process begins when the schedule goes live

College of Arts and Sciences please see Appendix D

All 4995r courses are requested by the Honors College

# Appendix D- CAS Approvals

## CAS Approvals Chart



**CHANGING CAMPUS  
OR MODALITY**

**CHANGE IN CAPACITY**  
Overload, closing class, or change  
larger than 20% of cap

**CHANGE TO ADJUNCT  
INSTRUCTOR**

**CHANGE TO MEETING  
DAY OR TIME**

**CHANGE INSTRUCTOR**  
Not including Adjunct

**CLASSROOM CHANGE**

**CAPACITY INCREASE  
OR DECREASE**  
No overload, change of less than 20%

\*Approval exempt courses:  
3998R, 4994R, 4995R, 4997R, 4998R, 5910R, 5997R, 5998R,  
7950R, 7997R, 7998R, 5996R, 5999R, 4910R (BGES), 5290R,  
HUM 4960, Instrument Lessons

**CRN AND INSTRUCTOR ID MUST BE INCLUDED ON REQUESTS TO SCHEDULE**