SAMPLE FORM

COURSE LIST UPDATE FORM

Office of the Registrar, University of Michigan

School/College:	**Literature, Science, and Arts**
Dept/Unit:	**Classical Studies**
Name of Program:	**Latin Languages & Literature**
Type of Program:	**Major**
Graduate/Undergrad:	**Undergraduate**
Requirement Code:	**2910** *Indicate RQ Code & Description as they appear on degree audit report.*
Requirement Descr:	**Latin Language and Literature Major Prerequisites**
Course List Descr:	**LATIN Lang & Lit Prereqs (CL 2931)** ← *Indicate Course List Code if known*

Add/remove courses that may be used to satisfy a requirement, **regardless of student requirement term**. If making a change to the structure of a requirement, or if the course addition or deletion is conditional upon a student requirement term, please use the Requirement Modification Form.

Instructions:
1. One program and course list per form
2. Provide all requested information
3. Forward to School/College Authorizer for approval
4. Authorizer sends form to ro.audit.staff@umich.edu as an e-mail attachment

MUST BE APPROVED AND SUBMITTED TO RO.AUDIT.STAFF@UMICH.EDU BY DESIGNATED AUTHORIZER

Contact: **(dept. contact)**   Email: **xxxx@umich.edu**   Phone: **xxx-xxxx**

Designated Authorizer for School/College: **(Authorizer)**   Date: **10/22/2015**

Note: Please include Course ID, Subject & Catalog Number.
Indicate Topic ID, Class Association, and Term where appropriate.

Add / Remove from Course List	Course ID or "Wild Card" *if Subj/cat range*	Subj/Cat # or Subj/cat range *(ex. PSYCH 200-299)* Do not use: "& equiv."	Topic ID *(if appl.)* *Topics courses MUST include IDs, unless entire course satifies requirement.*	Single Term Only *(if only to be used in one term)*	Assoc Class Code *(if appl.) Single Term Only*	First Valid Term *Course will satisfy requirement if elected this term or later*	Final Valid Term *Final term in which course will satisfy requirement if elected*
Add	**038626**	**RCLANG 295**				**WN16**	
Add	**045119**	**LATIN 295**				**WN16**	
Add	**041622**	**LATIN 233**				**WN16**	
Add	**005653**	**LATIN 231**		**WN16**	**4**		
Remove	**008606**	**LATIN 194**					**FA15**

Assoc. Class can only be used for a single term

To remove a course, indicate final term a student can take the course and apply it to the requirement.