

LA SIERRA UNIVERSITY

Office of the Registrar
COURSE ADDITION/DELETION FORM

After all applicable items have been completed, this form must be submitted to the Office of the Registrar. Submissions not approved or fully completed will be returned for revision. Approved course additions will be published in the next bulletin and appropriate schedule(s). Courses for deletion will be inactivated and deleted from the next bulletin. Only upon approval of a Course Addition/Deletion Form will a course be reactivated and included in the bulletin.

COURSE INFORMATION

Department: _____ Course Prefix: _____ Course Number: _____ Credits: _____

Complete Course Title: _____

FOR COURSE ADDITION

Abbreviated Title for Transcript (27 characters max): _____

Prerequisite(s): _____

Official Course Description: _____

FOR COURSE DELETION

Effective Date: _____ Reason for Deletion: _____

Approved Course Substitute for Majors (if applicable): _____

NOTES

Signature of Dept. Chair Date

Signature of Dean Date