Complete the following form to request **Changes, Deletions** or **Additions** (each has its own section) to a Master course. To see an example of each type of request, click **Form Example**.

For each edit, please *include the week number, resource name, and/or activity*.All requests will be reviewed, classified as an edit or a revision, and clarifying questions may be asked. Once a request is reviewed and finalized, it will be submitted for approval (if applicable). Once approved, the request will be placed in our development queue and processed during the appropriate design cycle according to its classification.

**Course Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requestor’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Changes

(**Relocating** an activity or resource and/or text **edits**)

|  |  |  |
| --- | --- | --- |
| What is the current activity prompt or resource to be changed and where is it located? | How should the final activity prompt or resource change? | Will this change effect grading or rubrics? |
|  |  |  |

\*\*For each requested edit, add a new row. Additional information can be found [here](https://support.office.com/en-us/article/Add-a-cell-row-or-column-to-a-table-b030ef77-f219-4998-868b-ba85534867f1).

## Deletions

(The activity prompt or resource will be **removed**. If you have a replacement, the entire edit should go in the **Changes** section above.)

|  |  |
| --- | --- |
| What is the current activity prompt or resource to be deleted and where is it located? | Will this change effect grading or rubrics? |
|  |  |

\*\*For each requested edit, add a new row. Additional information can be found [here](https://support.office.com/en-us/article/Add-a-cell-row-or-column-to-a-table-b030ef77-f219-4998-868b-ba85534867f1).

## Additions

(The material will be **added**. If you have a replacement, the entire edit should go in the **Changes** section above.)

|  |  |
| --- | --- |
| What is the current activity prompt or resource to be added and where should it be located? | Will this change effect grading or rubrics? |
|  |  |

\*\*For each requested edit, add a new row. Additional information can be found [here](https://support.office.com/en-us/article/Add-a-cell-row-or-column-to-a-table-b030ef77-f219-4998-868b-ba85534867f1).

# Form Example

**Course Number:** SAMPLE 510

**Requestor’s Name:** First Last

## Changes

(**Relocating** an activity or resource and/or text **edits**)

|  |  |  |
| --- | --- | --- |
| What is the current activity prompt or resource to be changed and where is it located? | How should the final activity prompt or resource change? | Will this change effect grading or rubrics? |
| Week 1  [1.1] Identify the three ways in which psychology and the law interact. | Week 1  [1.1] Identify the three ways in which psychology and the law interact, specifically including at least two of the theories that were reviewed this week. |  |

\*\*For each requested edit, add a new row. Additional information can be found [here](https://support.office.com/en-us/article/Add-a-cell-row-or-column-to-a-table-b030ef77-f219-4998-868b-ba85534867f1).

## Deletions

(The activity prompt or resource will be **removed**. If you have a replacement, the entire edit should go in the **Changes** section above.)

|  |  |
| --- | --- |
| What is the current activity prompt or resource to be deleted and where is it located? | Will this change effect grading or rubrics? |
| Week 1  Corey, D. M., & Borum, R. (2013). Forensic assessment for high-risk occupations. In R. K. Otto & I. B. Weiner (Eds.), Handbook of psychology (pp. 246-270). Hoboken, NJ: Wiley.   * Chapter 1 |  |

\*\*For each requested edit, add a new row. Additional information can be found [here](https://support.office.com/en-us/article/Add-a-cell-row-or-column-to-a-table-b030ef77-f219-4998-868b-ba85534867f1).

## Additions

(The material will be **added**. If you have a replacement, the entire edit should go in the **Changes** section above.)

|  |  |
| --- | --- |
| What is the current activity prompt or resource to be added and where should it be located? | Will this change effect grading or rubrics? |
| Week 1  Educational Foundation and Research. (2014). Grounded Theory [Video File]. Retrieved from <https://www.youtube.com/watch?v=QZ4mD5XM7Pc> |  |

\*\*For each requested edit, add a new row. Additional information can be found [here](https://support.office.com/en-us/article/Add-a-cell-row-or-column-to-a-table-b030ef77-f219-4998-868b-ba85534867f1).