



**COURSE UPDATE FORM | REL-840**

**INSTRUCTIONS**

Complete this form to notify the Commission of any additions, changes or cancellations to offered courses at least 15 days prior to such change. Last minutes changes must be submitted to [krec@ks.gov](mailto:krec@ks.gov). Attach separate sheets for each course name/code. Data may be entered before printing this form.

This is submitted as a(n):

ADDITION

CANCELLATION

CHANGE (indicate from and to below)

**SCHOOL INFORMATION:**

SCHOOL NAME

PROGRAM COORDINATOR

SCHOOL CODE (IF ASSIGNED)

**COURSE INFORMATION:**

COURSE NAME

INSTRUCTOR NAME(S):

COURSE CODE	HOURS APPROVED	HOURS PER SESSION	TOTAL HOURS IN COURSE
COURSE DATE(S)	TIME(S)	LOCATION(S)	CHANGE INFORMATION

**COORDINATOR SIGNATURE**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SIGNED