­­­This document is to be updated each time a course is altered by an instructor/academics representative. All changes to the course are to be documented in the blue table. Please contact Academics with any questions.

**Course Title: We will add your course here Instructor: Your name will go here Division: Your division here**

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| Revisions/Modifications for Instructor  (FOR ACAD USE ONLY)  (deleted & redone each time course is altered by the instructor) | | | |
| Date | **Acad Name** | **Additional Clarification Needed** | **Comments** |
| Date received | Who received the presentation | Here is where we will add when we received the presentation and who sent it |  |
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| Questionmark Perception Concerns  (IF APPLICABLE) | | | |
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| Changes Made by Instructor/Academics | | | | |
| Date | **Name** | **Slide Number** | **Change** | **Comments** |
| Date we started working on it | Who is working on the courseware | Slide number of the presentation we sent back to you | Any changes that we had to make will go here | Explanation as to WHY we had to change what we did |
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