



ACADEMIC AFFAIRS

## Request to Merge Canvas Course Sites

Faculty may request to merge multiple sections of the same course or multiple classes into one Canvas course site by completing this form. Please submit the completed form to the appropriate Dean's Office or the Director of University Core.

List the course title and section numbers:

Which Canvas site will be the parent course for the merger?

What is the pedagogical reason(s) for wanting to merge the classes?

Name of Faculty:

*Canvas course sites should be merged **before** the start of the academic term. Student data could be lost if merging courses after students have interacted within a Canvas course site. Faculty who teach courses with merged Canvas should include a notice in their syllabi. Sample language: "Note: This course section utilizes a shared Canvas shell. This means your enrollment and engagement in this class will be visible to students in <section>."*

### Approval is required by Dean or Director of University Core

Approved

Denied

Comments:

Name:

Signature:

*Approval forms will be sent to CDLI to be processed.*