Use this form if you would like to request that courses be merged in Blackboard. This request is necessary for courses that are not cross-listed in Banner. **If all of the courses that you are merging are cross-listed in Banner**, you do not need to complete this request.

This request is subject to review by the Office of the Registrar and ITS to confirm that no FERPA concerns exist. A final review to reconfirm will take place at the end of the add/drop for the term. More information about FERPA concerns and the review process can be found on the Office of the Registrar's website.

Term/Year the request is for: _____

How many total sections will be merged together? _____

Are you the primary instructor for all the sections?

- [ ] Yes, I am the primary instructor for all the sections and I wish to merge them into one Blackboard course.
- [ ] No, the sections are taught by different faculty members, but we all wish to merge our sections into one Blackboard course.

As the requestor, I confirm that I have permission from the other instructor(s) to make this request on their behalf. If approved, all sections listed will be merged into the primary course I have identified. If assignments have been submitted or grade history exists for students in the Blackboard courses merged into the primary course, **that information will be lost**.

Faculty member completing this request on behalf of all other instructors:

First & Last Name: _____

WKU Email: _____

Section 1: Provide the following information for the **PRIMARY** section. All other listed sections will be merged into this course.

Instructor Name	Course Prefix	Course Number	Course Section Number	CRN	Has a Blackboard course already been created for this section? Y/N

Will any of the following tools be **enabled for students** in the final merged course?

- Class roster
- Student send email
- Student discussion
- Journals
- Wikis
- Blog
- Groups

- [ ] Yes, one or more of the above will be available for students to use.
- [ ] No, none of the above tools will be available to students.
- [ ] We have not yet decided if these tools will be available to students.

Section 2: Provide the following information for the **merged** section(s). All below listed sections will be merged into this course.

Instructor Name	Course Prefix	Course Number	Course Section Number	CRN	Has a Blackboard course already been created for this section(s)? Y/N

Please provide a brief description of why you would like to merge the courses in Blackboard.

Please do not make any changes to any Blackboard courses included in this request once the request has been submitted. Once received, your request will be reviewed within two business days. Please note that we may receive a heavy volume of requests at the start of a term and we will review requests as quickly as possible. If we have any follow-up questions, we will contact the requester via email.

If the merge is approved, a final review will be completed after add/drop for the term to reconfirm that no FERPA concerns exist for the merged Blackboard courses.

Signature of Requestor: _____

Submit completed form to jordan.ray@wku.edu.

FOR OFFICE USE ONLY
REGISTRAR ACTION

REVIEWED BY: _____   CODES ASSIGNED _____

APPROVED _____   DENIED _____   DATE _____