

### Course Copy Request

Please fill out the entire form and click "Submit" when done.  
Note: Only the instructor on the course can submit a copy request.

#### Enter your Blackboard faculty account information

Your Name: \_\_\_\_\_  
College/School: \_\_\_\_\_  
Department: \_\_\_\_\_  
Email Address: \_\_\_\_\_

#### Enter the existing course ID (previous semester) you want to copy

Please enter all information as it appears in the Schedule of Courses and Course Catalog. (Example: IS183-33453-2083)

Existing Course ID: (previous semester) \_\_\_\_\_

#### Enter the new Subject/Catalog Number (current semester)

Please note that each course section must have a unique Subject/Catalog number and section Number.  
For example: HIST121.

Subject/Catalog Nbr : Section ID: Class Nbr: Select the items you wish to keep:

Discussion Board  
Assessment/Pools  
Announcements  
Collaboration Settings  
Course Content  
Users and Groups  
Gradebook  
Faculty/Staff Info

Subject/Catalog Nbr : Section ID: Class Nbr: Select the items you wish to keep:

Discussion Board  
Assessment/Pools  
Announcements  
Collaboration Settings  
Course Content  
Users and Groups  
Gradebook  
Faculty/Staff Info

Subject/Catalog Nbr : Section ID: Class Nbr: Select the items you wish to keep:

Discussion Board  
Assessment/Pools  
Announcements  
Collaboration Settings  
Course Content  
Users and Groups  
Gradebook  
Faculty/Staff Info

Questions or Comments: