Course Merge Request

Merging courses is a way to combine two or more similar sections of a course. When courses are merged, all class lists are combined and there will only be one grade book. Once merged, courses cannot be separated. Only the primary instructor may request the merge. If you are requesting sections with multiple instructors, all of the instructors and the department head need to be copied in the ticket for approval prior to completion of the request.

**Note**: Course merges should not be designed to create large sections out of multiple smaller sections of an online course. Nor should an instructor merge multiple sections of a face to face course that meets at different times.

For questions on this policy please email distanceed@coloradomesa.edu

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1. From the Colorado Mesa University website, www.coloradomesa.edu, click on Log in to MAVzone.

2. After signing in, select the IT Help Desk app to create a ticket.
3. From the **Help Request** page, choose your **Request Type** as **Desire2Learn (D2L)** from the dropdown menu.

4. Choose the sub-request as **Course Merge Request (Instructor Only)** from the dropdown menu.
5. Complete the rest of the form (make sure to fill the required fields indicated by *) and **Save** the form to submit your request.

![Form Image]

If you are requesting sections with multiple instructors, all of the instructors and the Department Head need to be copied in the ticket and give approval prior to completion of the request.

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