

Guide to Course Revisions

Please use the guidelines below to determine whether your proposal should be submitted as a **Minor Course Revision** or as a **Major Course Revision**.

Type of Change	Minor Revision Submit a Minor Course Revision Form.	Major Revision Submit a Major Course Revision Form <u>and</u> a new course syllabus.
Course title	✓	
Course number: Change within level or within lower/upper division	✓ (e.g., xxx201→xxx215; xxx301→xxx401)	
Course number: Change from one division to another		✓ (e.g., xxx201→xxx301; xxx301→xxx201)
Credit hours (e.g., change from 3 credits to 4)		✓
Course description change, <u>unless</u> related to a substantial change in the nature of course content	✓	
Course description change, <u>if related to a substantial change</u> in the nature of course content (i.e., at least 30% of the content)		✓
Course restrictions – i.e., change in how registration is managed by including or excluding specific majors, minors, student levels (UG/GR), or classes (junior/senior)	✓	
Prerequisites: Undergraduate	✓ (if course and prerequisites are in the <u>same</u> department)	✓ (if course and prerequisites are in <u>different</u> departments)
Prerequisites: Graduate	✓	
Re-activating “frozen” or inactive courses (Note: A course may be brought back at will if last taught within the past 4 years.)	✓ (If the course was taught 4-8 years ago.)	✓ (If the course was last taught 8 or more years ago.)
General Education category (Undergraduate)		✓