

State University of New York at New Paltz

Minor Graduate Course Revision Form (all formats)

Use this form for changes to seated, online, and/or blended courses (e.g., course title, prerequisite(s), description and other minor course revisions). All other revisions require different forms. (See *Guide to Course Revisions*)

SCHOOL: Liberal Arts & Sciences Education
 Fine and Performing Arts Business
 Science & Engineering

EFFECTIVE TERM: _____
(Completed by Graduate Dean)

DEPARTMENT: _____ **COURSE NUMBER:** _____

COURSE TITLE: _____

COURSE DESCRIPTION: Please enter current course description below. (Approximately 35 words)

PLEASE ATTACH JUSTIFICATION FOR THE REQUESTED CHANGE(S).

FREEZE COURSE **RE-ACTIVATE FROZEN COURSE** (if last taught 4-8 years ago)

TITLE CHANGE

New Title: _____

Abbreviated Title (24 characters or less including spaces): _____

PREREQUISITES: Prerequisites include coursework and/or grades required before registration is permitted.

Old prerequisite(s) e.g., ENG500: _____

New prerequisite(s) e.g., ENG500 & ENG501: _____

RESTRICTIONS: Restrictions limit registration by including or excluding specific majors, student levels, or classes.

Include (allow the following majors, student levels, or class type to register):	Exclude (prohibit the following majors, student levels or class type from registering):
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COURSE DESCRIPTION CHANGE: Please enter new description below. (Approximately 35 words)

APPROVED:

Department Chair: _____ Date: _____

Academic Dean: _____ Date: _____

Graduate Dean: _____ Date: _____

Provost/VP Academic Affairs: _____ Date: _____

Records & Registration: _____ Date: _____

CURRENT

PROPOSED REVISIONS

APPROVALS

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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**. If your course revision includes elements of a minor and major revision, please submit a **Major Course Revision form** only.

Type of Change	Minor Revision Submit a Minor Course Revision Form	Major Revision Submit a Major Course Revision Form with copies of the old and new course syllabi.
Course title change	✓	
Course number change: within level or within lower/upper division	✓ (e.g., xxx501→xxx515)	
Course number change: different levels or divisions		✓ (e.g., xxx501→xxx701)
Change in number of credits (e.g., change from 3 to 4 credit hours)		✓
Course description change <u>not</u> related to a substantial change in the nature of the course content.	✓	
Course description change reflecting a <u>substantial change</u> in the nature of the course content.		✓
Add seated, online, and/or blended format: (e.g. offering a seated course in an online or blended format, or vice-versa.) Adding an alternate course format to courses approved over eight years ago require submission of a New Course Proposal Form.		✓ (If original course was approved 8 or fewer years ago)
Change in Undergraduate GE Course Category		✓
Change in restrictions (Restrictions control registration by including or excluding specific majors, student levels (UG/GR), or classes (junior/senior).	✓	
Change in prerequisites: Undergraduate	✓ (If course and prerequisites are in the same department.)	✓ (If course and prerequisites are in different departments.)
Change in prerequisites: Graduate	✓	
Change in frequency of course offering	✓	
Re-activating “frozen” 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.)