

Guide to Course Revisions:
Is it a Minor Revision or a Major 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 (any change) – see linked doc		✓
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 restriction change – i.e., change in how course registration is managed by <i>including</i> or <i>excluding</i> specific majors, minors, student levels (UG/GR), or classes (freshman/sophomore/junior/senior)	✓	
Prerequisite change (undergraduate), when course and prerequisite are in the <u>same department</u>	✓	
Prerequisite change (undergraduate), when course and prerequisite are in <u>different departments</u>		✓
GE <u>category</u> (content area) or <u>SUNY-mandated competency</u> change/addition/removal (ART, COMP, FLNG, HUM, SSCI, MATH, NSCI, USST, WEST, WRLD or Critical Thinking/SI, Information Management/IL)		✓
<u>New Paltz GE competency</u> change/addition/removal (EE-A, EE-O, EE-W, ER)	✓	
Adding or removing <u>Writing Intensive (WI)</u> designation		✓
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)