

# State University of New York at New Paltz

## Guide to Graduate Course Revision Form

### 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 <b>Minor Course Revision Form</b>	Major Revision Submit a <b>Major Course Revision Form</b> with copies of the old and new course syllabi.
Course title change	✓	
Course number change:	✓ (e.g., xxx501→xxx515)	✓ (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. (e.g. 30% change in course content)		✓
Change in restrictions Restrictions control registration by including or excluding specific majors, concentrations, or student levels (UG/GR)	✓	
Change in prerequisites or co-requisites:	✓	
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.)

*For changes not listed in this table, please consult your dean and the Assistant Vice President for Graduate and Extended Learning.*