

Instructional Services
Guidelines to Course Revisions
March 1, 2007

Situation	Proposal Type	Impact on Number	Articulation or Accreditation Impact	Limitation on Enrollment or Equivalencies	Impact on Programs
Splitting a combined lecture and lab course into two different courses & replacing original course	Course Revision – Lecture New Course - Lab	Renumber if unit value will decrease. Keep lecture portion in the revision. Create a new course for the lab portion with a new number.	Re-articulate specifying equivalency or submit for accreditation review	Specify appropriate limitation on enrollment and/or equivalencies	The revised course will automatically be updated in the programs. The lab portion, which is a new course will have to be added to the programs as a revision.
Splitting a combined lecture and lab course into two different courses & keeping the original course	New Courses	Select a new number for each of the courses.	Re-articulate specifying equivalency or submit for accreditation review	Specify appropriate limitation on enrollment and/or equivalencies	The programs will need to be revised to reflect which courses should be used for the programs.
Splitting a course into 2 or more courses & keeping original course	New Course	Select a new number for each of the courses	Re-articulate specifying equivalency or submit for accreditation review	Specify appropriate limitation on enrollment and/or equivalencies	The programs will need to be revised to reflect which courses should be used for the programs.
Combining two separate courses (less than 50% content change)	Course Revision	Re-number course and deactivate old courses if no longer being used	Re-articulate specifying equivalency or submit for accreditation review	Specify appropriate limitation on enrollment and/or equivalencies	The revised course will automatically be updated in the programs. Any deactivated courses will need to be removed from the programs by proposing a program revision.

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Combining two separate courses (more than 50% content change)	New Course	Re-number course and deactivate old courses if no longer being used	Re-articulate specifying equivalency or submit for accreditation review	Specify appropriate limitation on enrollment and/or equivalencies	The old courses will have to be deleted from the programs and the new courses added.
Changing course discipline (subject area indicator) code or course number <u>without</u> changing the course content	Course Revision	Change course number and/or discipline code.	Review articulation	Appropriate equivalency and limitation on enrollment must be present.	The changes will automatically be updated in the programs.
Changing unit value (less than 50% content change)	Course Revision	Change course number	Review articulation	Specify appropriate limitation on enrollment and/or equivalencies.	The changes will automatically be updated in the programs.
Changing unit value (more than 50% content change)	New Course	Change course number	Review articulation	Specify appropriate limitation on enrollment and/or equivalencies.	The programs will need to be revised to include the new course(s).
Changing content, less than 50%	Course Revision	No need for new number	Review articulation	None	The changes will automatically be updated in the programs.
Changing content, more than 50%	New Course	Change course number	Review articulation	Specify appropriate limitation on enrollment and/or equivalencies.	The programs will need to be revised to include the new course(s).
Changing title, no change in content	Course Revision	No need for new number	Review articulation	None.	The changes will automatically be updated in the programs.