

**Instructional Services**  
**Guidelines to Course Revisions**  
**March 1, 2007**

| <b>Situation</b>                                                                                     | <b>Proposal Type</b>                              | <b>Impact on Number</b>                                                                                                                 | <b>Articulation or Accreditation Impact</b>                             | <b>Limitation on Enrollment or Equivalencies</b>                  | <b>Impact on Programs</b>                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Splitting a combined lecture and lab course into two different courses & replacing original course   | Course Revision – Lecture<br><br>New Course - Lab | Re-number 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.<br><br>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.<br><br>Any deactivated courses will need to be removed from the programs by proposing a program revision. |

| <b>Situation</b>                                                                                                     | <b>Proposal Type</b> | <b>Impact on Number</b>                                             | <b>Articulation or Accreditation Impact</b>                             | <b>Limitation on Enrollment or Equivalencies</b>                      | <b>Impact on Programs</b>                                                            |
|----------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 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.                           |