

MINOR COURSE MODIFICATION REQUESTS

Guidelines Effective Spring 2004

1. The university VPAA has authority to approve all minor course modifications and will provide an annual summary to the BOR Senior Administrator. The annual summaries will be placed on the August BOR agenda as an information item.
2. The System Undergraduate Common Course Guide will be adhered to for all minor course modifications. If questions arise, the VPAA will request discussion by AAC.
3. Experimental courses will be included in the annual summary to the BOR Senior Administrator.
4. The approved course prefix list will be used. This list will include the established prefix for each discipline and the institutions approved to use each prefix.
5. Changes to courses in the System General Education Requirements must be reviewed by AAC, COPS and the BOR. Changes to the Institutional Graduation Requirements and Information Technology Literacy Requirements are reviewed by the institutions.

Minor course modifications of existing unique courses will include the following:

1. Change in course numbering (**You may only change a unique course number to another unique course number not currently being used as a unique course number with an “active” status at another university.**)
2. Title
3. Course prerequisite or corequisite
4. Course description (when it does not change course content)
5. Change in hours of credit
6. Cross listing
7. Dual listing at the 400/500 level
8. Enrollment limitation
9. University Department Code
10. Repeatable for additional credit
11. Change in prefix
12. Change in grading option (S/U or A, B, C, D, F)
13. Add x9x series

Minor course modifications of existing common courses will include the following:

1. Change in credit hours within the approved variable credit guidelines
2. Course co-requisites
3. Cross listing
4. Dual listing at the 400/500 level