

Course Revision Process Workflow

This document aims to clarify Faculty Handbook Section 517.1 on how changes to current catalog courses are facilitated.

Item	Who (makes the final decision)	When (does the final decision get made)	How (will the change be documented)
Course Description - substantive	Full Faculty	Full Faculty meeting	Course modification proposal
Course Description - non-substantive (primarily editorial and/or stylistic changes)	Program Leader and RO staff	Spring	Word document submission
Gen Eds Fulfillment	Full Faculty	Full Faculty meeting	Course modification proposal
Change 'W' status	Full Faculty	Full Faculty meeting	Course and Program modification proposal
Grading (A-F or C/NC)	Full Faculty	Full Faculty meeting	Course modification proposal
Restrictions			
Prerequisites	Waiver: Registrar processes request by instructor. Permanent change: Full Faculty	Waiver: At any time before the last day to add. Permanent change: Full Faculty meeting	Waiver: email Permanent for All students: Course Modification Proposal
Student Standing (When entry into a course is dependent on a standing such as FY, SO, JR, SR, etc)	Waiver: Registrar processes request by instructor. Permanent change: Full Faculty	Waiver: At any time before the last day to add. Permanent change: Full Faculty meeting	Waiver: email Permanent for All students: Course Modification Proposal
Major or Minor (When entry into a course is dependent on a declared major or minor)	Waiver: Registrar processes request by instructor. Permanent change: Full Faculty	Waiver: At any time before the last day to add. Permanent change: Full Faculty meeting	Waiver: email Permanent for All students: Course Modification Proposal
Consent of Instructor (Used as a "variable" filter)	Registrar processes instructor's request to add a student	Waiver: At any time before the last day to add. Permanent change: Full Faculty meeting	Waiver: email Permanent for All students: Course Modification Proposal
Capacity	Department heads can request temporary change in capacity or overfill. Dean's Office sets capacity.	At any time before the last day to add.	Temporary: email Permanent: Dean's Office