Types of Course Proposals

**New:** A brand-new course OR a new number/prefix.

A similar course can be imported to use as a template.

**Course number or prefix changes**: A deactivation proposal (see Deactivate below) is needed to inactivate the original course (i.e., number/prefix). If the original course is part of a program of study, a program modification is needed to replace the original course with the new one.

**Modify**: Any changes to an existing course, **EXCEPT** change of course number/prefix (see Deactivate and New).

When you run the impact report, the results will provide inactive and active courses and programs that the course appears in as a Permalink. Not all results may need modifications.

There is an optional proposal form (Department Notification of Impact Report Results) to notify other departments that they may need to adjust a course or program due to the modification.

Example 1: Title change - If the course has been imported via a Permalink to another course or program, rather than manually added (typed), it will automatically be updated.

Example 2: Credit hour change - A program modification will be needed if it impacts a program of study’s credit hours (e.g., course was 2 credits and is proposed to be 3. It is listed in the 10 credit hours of Departmental Requirements. Departmental Requirements will need adjusted to 11 through a program modification.

**Deactivate**: Course will no longer be active.

The course will become inactive and the course number cannot be reused. Should you decide to bring the course back, a new course proposal will be needed. An impact report is required and will identify other courses or programs that this course appears in. When you do this, it will NOT remove the course from any other courses (e.g., prerequisite and course description) or programs. A separate modification proposal would be needed.

There is an optional proposal form (Department Notification of Impact Report Results) to notify other departments that they may need to adjust a course or program due to the deactivation.