

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.