Changes to Existing Courses

All changes to existing course (including changes in course description, title, grade option, prerequisites, fees, faculty load, number of credits, course component, etc.) will be submitted through a Modify Course form in Curriculog. Course changes must be submitted by March 15 to be included in the following year's catalog.

When revising a course, it is crucial to pay attention to the Impact Statement, which is a part of the Curriculog input process. If a course being revised is used in any other program, it is the responsibility of the program changing the course to notify the other impacted programs.

Modify course form workflow approvals in Curriculog:

- The Originator
- The program/department curriculum committee
- Academic unit's designated approver
- Associate Vice President for Graduate Education
- Associate Registrar for Catalog and Degree Audit

After approval of the proposal, a change of an existing course will be updated in the University catalog. The course criteria remain on students' academic records according to the catalog year when the course was taken. Previous course forms remain as a record in Curriculog.