

Changes to Existing Courses

All changes to existing courses (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 November 15 to be included in the following year's catalog.

Changes to the Subject Code Description, Subject Code, or Course Number should be submitted using the New Course Proposal form. The Inactivated Course Proposal Form should then be submitted for the old course.

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.
- The impact of a change in the number of credits for a core course on the program's required credit total must be explained, and the references to the concurrent proposals addressing the impact must be provided.

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
- Vice Provost for Academic Administration (if the change includes a change in faculty load, course component, cross-listing, or mode of delivery)
- Associate Registrar for Catalog and Degree Audit

Course modifications that include changes to a Hybrid or Online delivery modality should be reviewed by Melissa Samaniego, Assistant Director of the Center of Excellence in Teaching and Learning (msamaniego@chapman.edu). A written response confirming the review and acceptance of the change must be attached to the [Curriculog](#) form.

Approved changes to an existing course will be reflected in the University Catalog (according to the Curriculum Calendar). 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](#).