

3.3.3 Procedures to be Used [US: 5/7/2012]

G. Exception for Minor Changes [US: 10/11/99]

1. **Procedure.** If a proposed course change meets the criteria of a minor change below, then the dean of the college shall forward the course change form directly to the Chair of the Senate Council for approval. If the Chair of the Senate Council concurs that the proposed change meets the criteria for a minor change, then the Chair of the Senate Council shall notify the Registrar's Office and the dean of the college originating the proposal. If the Chair of the Senate Council Chair believes the change is not minor, then the Chair of the Senate Council shall return the proposal to the dean of the college originating the proposal, for processing through the procedure for regular course approval.

2. **Definition.** A request may be considered a minor change if it meets one of the following criteria:

(a) Change in number within the same hundred series. For the purpose of this rule, courses numbered 600 to 799, and 800 to 999, are respectively considered to be in the same hundred series;

* The change of a 400G course to a 400 course by the program that 'homes' the course is a major course change because there may be other programs that do or plan to use that course in their own programs. [SREC: 3/28/2012]

(b) an editorial change in the course title or description which does not imply change in content or emphasis

* When a change in course prefix is made necessary by prior Senate approval of a change in the name of the associated academic program or a change in the name of the educational unit, the change to a completely new course prefix may be considered a minor change when the following standards are met: (1) there is no change in course content or emphasis; (2) there is no change in the 'hundred series' of the course number; and (3) there is no change of the educational unit responsible for the course. [SREC: 6/23/2011]

(c) a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s)

(d) a new cross-listing or a change in the cross-listing status of a course, as described above

(e) correction of typographical errors.