

Changing an Existing Course vs. Creating a New Course

New courses should be created under the following circumstances:

- course content is different from an existing or previously offered course
- course credit hours change up or down by more than one credit hour
- two courses (i.e. a lecture course and a lab course or two lecture courses) are combined into one course
- one course is split into two courses (i.e. a lecture/lab combo is split into a lecture course and a lab course or a lecture course is split into two lecture courses). Both new courses must have new numbers. Do not reuse the original course number for one of the new courses.

The following situations do **NOT** warrant the creation of a new course:

- minor adjustments to course content
- change of title if course content essentially remains unchanged
- changing prereqs or other course restrictions
- addition of a course and/or lab fee

Once a course number is used, it becomes part of academic history and cannot be used again for a different course.