# Course Revision Process Workflow

This document aims to clarify Faculty Handbook Section 517.1 on how changes to current catalog courses are facilitated.

<table>
<thead>
<tr>
<th>Item</th>
<th>Who (makes the final decision)</th>
<th>When (does the final decision get made)</th>
<th>How (will the change be documented)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Description - substantive</strong></td>
<td>Full Faculty</td>
<td>Full Faculty meeting</td>
<td>Course modification proposal</td>
</tr>
<tr>
<td><strong>Course Description - non-substantive</strong> (primarily editorial and/or stylistic changes)</td>
<td>Program Leader and RO staff</td>
<td>Spring</td>
<td>Word document submission</td>
</tr>
<tr>
<td><strong>Gen Eds Fulfillment</strong></td>
<td>Full Faculty</td>
<td>Full Faculty meeting</td>
<td>Course modification proposal</td>
</tr>
<tr>
<td><strong>Change ‘W’ status</strong></td>
<td>Full Faculty</td>
<td>Full Faculty meeting</td>
<td>Course and Program modification proposal</td>
</tr>
<tr>
<td><strong>Grading (A-F or C/NC)</strong></td>
<td>Full Faculty</td>
<td>Full Faculty meeting</td>
<td>Course modification proposal</td>
</tr>
<tr>
<td><strong>Restrictions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td>Waiver: Registrar processes request by instructor. Permanent change: Full Faculty</td>
<td>Waiver: At any time before the last day to add. Permanent change: Full Faculty meeting</td>
<td>Waiver: email Permanent for All students: Course Modification Proposal</td>
</tr>
<tr>
<td><strong>Student Standing (When entry into a course is dependent on a standing such as FY, SO, JR, SR, etc)</strong></td>
<td>Waiver: Registrar processes request by instructor. Permanent change: Full Faculty</td>
<td>Waiver: At any time before the last day to add. Permanent change: Full Faculty meeting</td>
<td>Waiver: email Permanent for All students: Course Modification Proposal</td>
</tr>
<tr>
<td><strong>Major or Minor (When entry into a course is dependent on a declared major or minor)</strong></td>
<td>Waiver: Registrar processes request by instructor. Permanent change: Full Faculty</td>
<td>Waiver: At any time before the last day to add. Permanent change: Full Faculty meeting</td>
<td>Waiver: email Permanent for All students: Course Modification Proposal</td>
</tr>
<tr>
<td><strong>Consent of Instructor (Used as a &quot;variable&quot; filter)</strong></td>
<td>Registrar processes instructor’s request to add a student</td>
<td>Waiver: At any time before the last day to add. Permanent change: Full Faculty meeting</td>
<td>Waiver: email Permanent for All students: Course Modification Proposal</td>
</tr>
<tr>
<td><strong>Capacity</strong></td>
<td>Department heads can request temporary change in capacity or overfill. Dean’s Office sets capacity.</td>
<td>At any time before the last day to add.</td>
<td>Temporary: email Permanent: Dean’s Office</td>
</tr>
</tbody>
</table>