
Course Revision

A revision of a course may be needed for any number of reasons. The course outlines on file need to be no more than 5 years old. Thus, if any change is being made in an existing course, this is an excellent time to perform a course revision that is likely to be needed due to the passage of time. In addition to the Course Revision form, the Content Review and Prereq forms are needed (see earlier sections). Further details on completing the Course Revision form can be obtained by looking at the directions for completing a new course outline.

A course revision is needed if there is a change in content, prerequisites, units, title, description, transfer level, number, or a merger/modularization of existing courses. If you are making many changes to the course, then you should mark the "major revision" line on the first page of the Course Revision Form, if you are unsure what constitutes a major revision consult with a Curriculum member or the Curriculum Chairperson. Basically, any change that suggests a substantive change in the course is considered a "major revision". Provided a course is not very old, much of the needed information can simply be obtained from the existing course outline. There may be a need, however, to transfer the information to the forms that are currently in use. Course outlines need to be updated at least every 5 years.