# Guide to Course Revisions

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| Minor Revisions | Major Revisions |
| * Title * Number - changing a course’s number within a level (e.g., xxx500 to xxx515). * Description - minor change not relating to a change in course content. * Registration restrictions, Pre-requisites, Co-requisites * Reactivating a frozen course last taught 4-8 years ago. | * Number - changing a course’s level (e.g., xxx500 to xxx700). * Credit Hours - increasing or decreasing the number of credit hours. * Description - substantial change resulting in 30% or more change in course content. * Reactivating a frozen course last taught more than 8 years ago. |

# Instructions

Complete the requested information below and send it to [gradstudies@newpaltz.edu](mailto:gradstudies@newpaltz.edu). The Office of Graduate, Professional & Interdisciplinary Studies will initiate the electronic review/approval process.

# Course Information

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| School & Department | | Course Number & Title | | Effective Term |
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| Indicate the changes requested below | | | | |
| New Title |  | | | |
| Abbr. Title  24 characters or less |  | | | |
| New Description  Approximately 35 words |  | | | |
| Restrictions  Restrictions limit registration by including or excluding majors or student levels. | **Include** (Allow the following majors or student levels to register.) | | **Exclude** (Prohibit the following majors or student levels from registering.) | |
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| Pre-requisites  Coursework and/or grades are required **before** registration is allowed. | **Add** (Include any new courses that should be added as a pre-requisite.) | | **Remove** (Remove any old courses that should no longer be a pre-requisite.) | |
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| Co-requisites  Students are required to enroll in both courses at the **same time.** | **Add** (Include any new courses that should be added as a co-requisite.) | | **Remove** (Remove any old courses that should no longer be a co-requisite.) | |
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| Rationale for Requested Changes | | | | |
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