# 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.
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# Instructions

Complete the requested information below and send it to 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. Title24 characters or less |  |
| New DescriptionApproximately 35 words |  |
| RestrictionsRestrictions 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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