

Revising a Curriculum Display due to a Course Revision in Title, Number and/or Semester Offering

Certain changes in a course may impact a curriculum that lists the course either as a requirement or as a selection in an elective group. Typical changes to a course that require an update to the 8-semester display and/or degree audit are:

Revision in Course Title

Course title changes affect the 8-semester display and degree audit. For degree audits affected by the change in a course title, unless a new degree key is created with an effective date the same or after the effective date of the course title change, the old title will still appear in the audit. For example, ECE 252 changes title, the current degree audit will still display ECE 252's old title since the effective date of the title change is after the date of the current degree key. To remedy this and show the new title, a new degree audit will need to be created - please contact Albie Lange in R&R to discuss the audit.

When submitting the course action form/memo requesting revision to the course title, please also attach a page listing the curricula (list SIS degree title/code) that require the course or where the course appears in an elective/requirement group so that the appropriate updates can be made to the 8 semester display. In addition, indicate on the memo if a new degree key should be created to incorporate the new course number/title for the affected curricula within your Department. For a list of curricula that may be impacted, contact Registration and Records to request an audit identifying curricula requiring the course. If a list of the curricula affected by the course title change was not submitted when the course action was approved, please contact the [Office of Undergraduate Courses and Curricula \(OUCC\)](#) to determine the next step.

Revision in Course Number

Course numbering changes affect the 8-semester display and degree audit. For degree audits affected by the change in course numbering or title, unless a new degree key is created with an effective date the same or after the effective date of the course number/title change, the old number and title will still appear in the audit. For example, ECE 252 changes to ECE 282, the current degree audit will still display ECE 252 but when the student takes ECE 282 it will fulfill the ECE 252 requirement. To remedy this and show the new number, a new degree audit will need to be created - please contact Albie Lange in R&R to discuss the audit.

When submitting the course action form/memo requesting revision to the course number, please also attach a page listing the curricula (list SIS degree title/code) that require the course or where the course appears in an elective/requirement group so that the appropriate updates can be made to the 8 semester display. In addition, indicate on the memo if a new degree key should be created to incorporate the new course number/title for the affected curricula within your Department.

For a list of curricula that may be impacted, contact Registration and Records (R&R) to request an audit identifying curricula requiring the course.

If a list of the curricula affected by the course number change was not submitted when the course action was approved, please contact the [Office of Undergraduate Courses and Curricula \(OUCC\)](#) to determine the next step.

Revision in Course Scheduling (Semester Offering)

A change in the scheduling (ex: Fall to Spring semester) of a course may impact curricula that require the course. For example a scheduling change may impact the semester offering of an associated pre- or co-

requisite course.

Changes in semester offering need to be corrected on the 8-semester display for the curriculum. When submitting the course action form/memo requesting revision to the course scheduling, please also attach a page listing the curricula (list SIS degree title/code) that require the course along with a copy of the most current [8-semester display](#) for each curriculum indicating the needed semester change in red/highlight. If change in scheduling is to expand the semester offering (ex: Fall to Fall and Spring semesters), no 8 semester display is required as an attachment. For a list of curricula that may be impacted, please contact Registration and Records to run an audit identifying curricula requiring the course.

If a list of the curricula affected by the course scheduling change was not submitted when the course action was approved, please contact the [Office of Undergraduate Courses and Curricula \(OUCC\)](#) to determine the next step.