

COURSE UPDATE AND REVISION SUBMISSION

Changes to the Course Outline of Record (COR) must be submitted as an update or revision.

UPDATE Only if

- Textbook only (5 year cycle)
- Minor changes to the Objectives, Content, Assignments, Instructional Modes, Evaluation. Methods (e.g. grammar, punctuation, etc.)

REVISION if

CHANGES IN:

COURSE	Non Substantial * CC Only	Substantial	DTRW-I Review	Articulation (Transfer only)
Title		Any Change	YES	YES
Units/Hours	No Increase CC only	If Increased	YES	YES
Pre-requisites/co-requisites	Correction, Reduction, Elimination CC only	Adding	YES	YES
Description		Any Change	YES	YES
Fees	Removed, reduced or increased CC only	If Required	YES	NO
Course Repetition	Reduced or removed CC only	Added or Increased	YES	YES
Course ID	CC Only		NO	YES
Former Course ID	Revision of Course CC only		NO	YES
Co-designation (same as)	Same As		NO	YES
Content		Any Change	NO	YES
Objectives		Any Change	NO	YES
Assignments		Any Change	NO	YES
Instructional modes		Any Change	NO	YES
Evaluation Methods		Any Change	NO	YES
Transfer Credit	CC only		NO	YES
Distance Education	CC only		NO	YES
Pass/No Pass Only	No Letter Grade CC Only		NO	NO
Not applicable for degree credit	CC only		NO	NO
Field trips	Required or removed CC only		NO	NO
Recommended Prep	CC only		NO	NO

*CC only = only Curriculum Committee reviews course for proposed changes.