



ACADEMIC AFFAIRS GUIDELINES

Section 1:	Courses and Curriculum: Guidelines and Procedures	
Title:	Minor Course Modifications	
Number (Current Format)	Number (Prior Format)	Date Last Revised
2.4.1.G	I.D.1; 1.4	05/2021
Reference:	AAC Guideline 2.4.1 – Common Course Guidelines	
Related Form(s):	AAC Form – Existing Courses Minor Modification Form AAC Form – Minor Course Modifications Annual Report Summary	

Approval Summary Quick View

Minor Course Modifications ► VPAA ► CAO (AAC as needed) ► Annual Curriculum Report

1. The authority to approve all minor course modifications rests with the university Vice President for Academic Affairs (VPAA) subject to review by the Enrollment Services Center (ESC).
2. Minor course modifications of existing **unique courses** include the following:
 - Change in course numbering (a unique course number cannot be the same as a unique course number currently in use as a unique course number with an “active” status at another university.)
 - Change in course title
 - Change in course pre-requisites, co-requisites, or registration restrictions
 - Change in course description (minor changes in course description include cosmetic, typographical, and technical revisions that do not change course content)
 - Change in course hours of credit
 - Cross-listing a course (this results in the creation of a new course)
 - Dual-listing a course at the 400/500 level (this results in the creation of a new course)
 - Change in course enrollment limitation
 - Change in university department code
 - Making a course repeatable for additional credit
 - Change a course prefix
 - Change in grading option (S/U or A, B, C, D, F)
 - Add x9x series
3. Minor course modifications of existing **common courses** include the following:
 - Change in credit hours within the approved variable credit guidelines
 - Cross-listing a course (this results in the creation of a new course)

- Dual-listing at the 400/500 level (this results in the creation of a new course)
4. All minor course modifications will follow the Common Course Guidelines. The university Vice President of Academic Affairs, Enrollment Services Center (ESC) representative, and/or the system Chief Academic Officer (CAO) will request discussion of minor course modifications by the Academic Affairs Council (AAC) as needed.
 5. Minor course modifications will use the approved course prefix list. This list will include the established prefix for each discipline and the institutions approved to use each prefix.
 6. Each university shall submit an annual summary of minor course modifications to the system Chief Academic Officer using the Minor Course Modifications Annual Report Summary form. The summary is included in the Annual Curriculum Report to the Board of Regents at their October meeting.
 7. The Academic Affairs Council, Council of Presidents and Superintendents (COPS), and the Board of Regents (BOR) must review and approve changes to courses in the System General Education Requirements.
 8. The Enrollment Services Center (ESC) processes approved requests.
 9. Questions about the classification of a course modification as a minor or major modification should be directed to the Chief Academic Officer.
 10. Changes to required courses within a degree program must be tracked to comply with accreditation standards and federal regulations. Aggregate changes to an existing program of 25% or more requires approval of the accreditor. Reportable changes are referenced in AAC Guidelines 2.2.5.A – Program Change Notifications for HLC Accreditation.

SOURCE:

AAC August 2016; October 2018 (Clerical). AAC September 2020; AAC May 2021.