

Renumber/rename an outline

This is a two-step process, because the new course (with the new alpha and/or number) should be proposed at the same time that the old course is being deleted.

1. Create a copy of the old course outline with the new alpha and/or number, make any other modifications that are needed, and send it through the curriculum approval process. In particular, you should fill out field 28 (what changes proposed in the course?) and field 29 (what is the rationale for the change?).
2. Delete the old course outline, and send it through the curriculum approval process. To help with record keeping, you should fill out field 28 (what changes proposed in the course?) and field 29 (what is the rationale for the change?).