UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: New Course Number (number AP1108)
Cabinet Division: Registrar’s Office (Enrollment Management)
Date Revised: 2/15/11 (approved by Faculty Senate); 2/22/11 (approved by the Interim Chancellor)

I. Background and Purpose
1.1 Presently there is no set policy on when a new course number must be created due to changes made within a course.

II. Constraints
2.1 There are no constraints

III. Definitions
3.1 None

IV. Policy Statements
4.1 New course numbers will be required for new/revised courses that pass through the Undergraduate Academic Affairs process as indicated below:

<table>
<thead>
<tr>
<th>Change</th>
<th>Need New Number?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits change</td>
<td>No</td>
</tr>
<tr>
<td>Catalog description change</td>
<td>No (generally)</td>
</tr>
<tr>
<td>Title change</td>
<td>No</td>
</tr>
<tr>
<td>Title change and new catalog description</td>
<td>Yes</td>
</tr>
</tbody>
</table>

V. Policy Procedures
5.1 Faculty initiates changes to an existing course via a report to the UAAC and Registrar.
5.2 Registrar determines (via this policy) if a new course number is needed; if a new number is required, the Registrar informs the person seeking changes to a course.
5.3 Registrar ensures that if a new course number is required, it is a number that has not been used in the past (for the same subject).
5.4 Registrar creates new course number and emails the new number to the department associate for future course scheduling.
5.5 Registrar ensures that, if a new course is required, it is accurately recorded in the UAAC minutes.

VI. Compliance
6.1 Approved by UAAC (1/25/11), Faculty Senate (2/15/11) and Chancellor Markwood (2/22/11)
6.2 No consequences
6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

VII. Attachments
7.1 no attachments