

**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:

<b>Change</b>	<b>Need New Number?</b>
Credits change	No
Catalog description change	No (generally)
Title change	No
Title change and new catalog description	Yes

**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