Committee on Educational Policy
Policies on Numbering of Courses

1) For new courses, please use a new course number, and one that has not been used in the recent past.

2) If you substantially change the content of an existing course, you must use a new course title and number. This is especially important for service courses and those used as prerequisites for students in other majors.

3) If your department anticipates large scale number changes for many of your courses, please inform CEP in the cover memorandum to your program statement changes due to your Division on November 14. Please do not wait until course changes are due in February to announce your number changes. Arbitrary number changes may be returned to your department by CEP with a request for an explanation, which could result in delays in processing.

(ASO/CEP/ef 11/7/97)