

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: IV: O9:00

Updated : February 2020

**Subject: Course Number Change**

1. Changes of number sequencing within a level (e.g., XXX 100 to XXX 250) do not require College Senate Curriculum Committee approval. Changes of number sequencing within a level may be made by the department chair by securing approval from the dean. A memorandum along with the [minimal change form](#) must be sent to the Academic Affairs Office along with a copy to the chair of the College Senate Curriculum Committee.
2. For number changes from one level to another (e.g., XXX 111 to XXX 311), the department chair will submit the revised course proposal via the online workflow management system. The course must be revised so that the student learning outcomes, assessments, and course content corresponds to the level of the class. The revised course proposal will be reviewed following the policies outline in DOPS IV:02:00.