

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: IV: 10:00

Updated: February 2020

Subject: Course Title Change

1. Title changes that do not constitute a significant change in course content may be made by a department chair securing approval from the dean and then sending a memorandum on the [minimal change form](#) to the Academic Affairs Office, copying the chair of the College Senate Curriculum Committee.
2. For title changes that constitute a significant change in course content, the department chair will submit a 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.