

EXAMPLE OF COURSE RENUMBERING WORKSHEET

INSTRUCTIONS

A separate template (excel spreadsheet) has been prepared for each department by level (undergraduate and graduate). The spreadsheet contains a list of all active* courses by level, with rubric, current course number and course title. The column, entitled ***New Course Number***, will be used by the department or program to enter the new 4-digit course number AND the column, entitled ***Comments***, is available for notes or further explanation. Course Titles may not be modified on this worksheet. Departments must utilize this spreadsheet to submit new course numbers.

*active courses do NOT include courses with NO enrollment in the last ten years.

WORKSHEET

Rubric (subject)	Current Course Number	New Course Number	Course Title	Comments
CHM	523	5523	Advanced Organic Chemistry	