

## 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	