

Guidelines Regarding the Reuse of Course Numbers

A course number that has been used previously for a course in a specific discipline cannot be reused until the last catalog in which the course appeared is no longer in effect (the reuse of numbers after that time is still strongly discouraged). This term is a minimum of **six years** for both the undergraduate and graduate catalogs. The justification for this is that “formerly” and “credit cannot be earned” statements remain in the catalog for six years after the course has been removed from the catalog and reusing a course number may conflict with these statements.

The reuse of course numbers also creates the potential for problems concerning students records (such as students being erroneously assessed a surcharge under the [Three-Attempt Rule](#); courses incorrectly counted in the GPA, etc.). Banner identifies duplicate course numbers within a discipline for identification of the repeat of a course. These duplicate numbers are pulled from a student’s entire academic history, so even if the two courses were different, the student would be identified as repeating the same course.

- **Course numbers should not be reused**, even after the six-year period has expired, given the potential problems this may cause to student records. Exceptions to this may need to be made in disciplines that have few available numbers.
- If a number must be reused due to the lack of available numbers within a discipline, the number should be from a course with no academic history (the course was never offered or was offered but there was no enrollment) or a number from a course with minimal past enrollment.

Updating course descriptions and titles is necessary to reflect changing terminology and technology; however, substantial modifications to a course description that change the content of the course are effectively creating a new course.

- Substantial modifications to a course description that reflect a change in course content (and may or may not result in a change in the Classification of Instructional Programs [CIP] Code) would require assigning the course a new course number. If there is some question about the significance of the modifications, the decisive question should be: if a student took the course in question under a previous catalog, should they earn credit toward their degree for the past course and the revised course, if they registered for it today? If the answer is “yes,” then it should be considered a new course.
- Modifying the course title only would not require assigning a new number to a course, even if the title change is substantial. However, a “formerly titled” statement must

appear in the description. The notation of the former title will remain in the course description until the catalog in which the former title last appeared is no longer in effect.

- The final decision concerning the need to assign a new number (i.e., create a new course) based on substantial modifications to an existing course description that change the content of the course will rest with the academic department under which the course falls, or the college Dean's office if the discipline is not housed within an academic department.
 - The Office of the Registrar considers the following modifications substantial enough to justify a new course number:
 - A change in subject code
 - A change in academic division level (upper to lower-division or vice versa)
 - A change in total credits for the course
 - A change in content and intent

All course inventory changes must be made in the CourseLeaf Course Inventory Management (CIM) website (<https://next.catalog.utsa.edu/courseadmin/>). Revision schedules and instructions are available on the [Catalog and Course Inventory Management Information](#) site.