Revising an Existing Course

When proposing a course revision (such as a change in the number, title or course description) or requesting that a course be inactivated, the Revise Existing Course form should be filled out. Revisions to existing courses should only be made when the contents of the course will stay essentially the same. Perform the following steps to revise an existing course:

1. Click the link below to access the LAS Course Application.
   https://lascollege.depaul.edu/Courses
2. Login using your Campus Connect username and password.

   ![LAS Course Application](image1)

3. Click the Revise Existing Course tab for requesting a change in an existing course.

   ![Revise Existing Course](image2)

4. Select the course that you want to revise from the Select a course drop-down list. (Tip: If you start typing, the dropdown will auto-complete for you)

   ![Select a course](image3)
5. Once you select a course, the current details related to the course will appear on the page. Go through the details and check the item(s) that you want changed. These include:

- Catalog Number
- Course Title
- Course Description
- Component
- Inactivate Course
- Other

**Note:** If you check the *Inactivate Course* checkbox, you are indicating that the course will not be taught again. This will cause the course to no longer appear for students in the course description section of Campus Connect or in the University Catalog. It is beneficial to inactivate a course as soon as possible, since it will be five years before you will be able to reuse the 3-digit catalog number for a new course.

6. In this example, we will change the catalog number, component and some other sections of the existing course. Check the *Catalog Number* checkbox to update the catalog number.

7. Enter the new catalog number in the **NEW** field.
8. Check the **Component** checkbox to update the component of the course.

9. Select the new component from the **NEW** drop-down list.

10. In case you need to revise something other than the catalog number, course title, course description or component of an existing course, you can check the **Other** checkbox and enter the details of the revision in the **Comments** field.

11. Click the **Submit Revision** button to submit the changes to an existing course.
After submitting a revision request for an existing course, a confirmation email will be sent to you. A notification email will be sent to the Subject Chair for approval. Once a decision has been made, you will be notified via email.