



Course Change Guidelines

When making changes to a course, the tables below may help determine whether the existing course can be revised or a new course will be required. If you have any questions or require further assistance, please contact the Program Information Administrators (Program&Course_Updates@bcit.ca) at the Registrar's Office.

A new course is required if one or more of the following applies:	
Changes to learning outcomes/course content by >30%*	Determined by the program area (not necessarily directly related to the number of learning outcomes being added or removed)
Significant change to one or more key learning outcomes	Determined by the program area
Change to rigour (level of difficulty) of course (rigour of a course is the primary consideration when assigning course numbers)	e.g. An introductory course at the 1XXX level adds more in-depth learning outcomes and becomes 2XXX-level course e.g. Learning outcomes change from "understand" to "demonstrate" – level of difficulty becomes higher e.g. 1XXX level course adds new pre-requisites – course becomes 2XXX level due to the need to complete 1XXX level courses first
Change of subject code	e.g. TOUR 1123 becomes MKTG 1123
Change of course number	e.g. COMP 2100 becomes COMP 2200

A new course may be required if one or more of the following applies:	
Changes to course sequencing (pre-requisites)	Required if: <ul style="list-style-type: none">• The course is now to be listed as a pre-requisite for a lower number course• A lower level course is now required as a pre-requisite for this course
Changes to total contact hours/credits*	Required if: <ul style="list-style-type: none">• Credit changes >30% (see calculation below)*• Increase in hours/credits is to accommodate added/removed learning outcomes >30%*
Change to course duration (number of weeks)	Required if: <ul style="list-style-type: none">• e.g. Change to course duration is to accommodate added/removed learning outcomes >30%* Not required if: <ul style="list-style-type: none">• e.g. Change to course duration is to provide additional time to complete existing coursework, without changing/adding any course content

Changes to majority of course fields	Even minor changes to course description, learning outcomes, credits, title etc., when all combined, may amount to the need for a new course
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A new course is NOT required if one or more of the following applies, unless accompanied by one of the changes listed above

Editing, adding, or removing of learning outcomes by <30%* and/or that do not affect a key/primary outcome

Changes to course delivery/allocation of hours that do not affect total contact hours

Changes to language in learning outcomes without changing meaning

Changes to course description that do not affect the outcomes of the course

Change to course name

***How do you measure a 30% change to a course?**

If two students complete the course, one before the course change and one after, have they achieved **equivalent** outcomes? If yes, changes may be less than 30%. If no, changes may be greater than 30% and should be assigned a different course number.

Changes to credits should also be considered when determining the % change. For example:

- Credits changing from 2.0 to 3.0 $[(3-2)/2=0.5]$ is a 50% change
- Credits changing from 5.0 to 6.0 $[(6-5)/5=0.2]$ is a 20% change