Guidelines for New Course Prefixes

New course prefixes for departments and/or programs must undergo the appropriate unit-level review and approval steps. Additionally, all new prefixes for graduate programs must also be approved by the Graduate College Dean. Following unit-level approval, the Dean's office should send the request to the Vice Provost for Academic Affairs and Student Success who will review and forward it to the Faculty Senate Office. All prefix changes are circulated for fifteen days to the faculty prior to review and discussion by the Senate Curricular Affairs Committee (CAC). A positive vote will generate a memo to the Registrar requesting the creation of the prefix and notification of the Faculty Senate and Provost's office that it has been approved. Details related to request requirements and specific steps of the approval process are described below.

Request Requirements
All requests must include 1) a description of the requested course prefix, and 2) the justification/rationale for the creation of a new prefix. Before preparing a request, a consultation with the Registrar's Office is required to ensure that the proposed prefix has not been used in the past and is not too similar to any prefix currently in use.

Steps in the Process
1) Consult with the Registrar to determine availability of the desired prefix.
2) Obtain departmental- and college curriculum committee approval of the proposed course prefix, including the Graduate College for graduate programs.
3) Submit a memo to request the new or changed prefix to the Vice Provost for Academic Affairs and Student Success who will review and transmit it to the Faculty Senate office. Written memos should include a table of courses that will be affected and documentation of approval from department chair and college curriculum committee.
4) Proposals will be circulated for public comment for 15 days prior to being discussed and voted on by the CAC.
5) Following CAC approval, the proposed prefix change(s) will be communicated to the unit curriculum chair and unit Associate Dean, Registrar, Vice Provost for Academic Affairs and Student Success and the Faculty Senate.
6) Once CAC approval has been confirmed, unit curriculum chairs can proceed with the course action change approval process within the unit.

Please note that following approval of the new or changed prefix, the department will need to submit CAFs terminating all courses using the old prefix. They will also need to submit CAFs creating new courses using the new prefix and submit a spreadsheet showing the relationship between the old and new courses.

Here is an example for formatting the table outlining the course prefix actions:

Course Title	Existing Prefix and Number (Terminate Course)	New Prefix and Number	New Course in New Prefix	Delete (no part in new curriculum)	Crosslist With
History of the Babylonian Empire	AAA 1000	BBB 1000			
History of the Roman Empire	AAA 1002	BBB 1002			CCC 1002
History of the Byzantine Empire	AAA 1003			X	
History of the Ottoman Empire	AAA 1004	BBB 1050			
History of the British Empire			BBB 1123		