

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 changes(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.