

Title: Course Prefix (Subject*) or Course Prefix Change	Policy No: 1.19
Category: Programs and Curricula	Effective: Fall 2007
	Revisions: Fall 2017
	Last Reviewed: AY2017

Policy Statement: A request for a new course prefix or a prefix change must be supported by sound rationale based on national trends, academic programmatic changes, and/or student needs.

Background: Adding a new or changing an existing course prefix (subject) impacts not only the current courses in the course inventory but also impacts elements in the student information system (degree audits, prerequisites, articulation tables, attributes, etc.). It is imperative that research be conducted to understand the full impact of the change.

Purpose: To bring consistency and a formal process to requests for a new course prefix or a change to an existing course prefix.

Implementation Date: Fall 2007

Related Procedures:

The department chair/school director** will initiate, in memo format, a new course prefix or prefix change proposal. The proposal will include the following: proposed new course subject or change of subject, documentation of need, resources, and impact on degree requirements.

The proposal will be submitted to the appropriate dean (or person serving in that capacity) for consideration through the college curriculum process.

The proposal, including the appropriate documentation, will be submitted to the Office of Academic Affairs for approval. In addition, approved proposals will be submitted to the Academic Affairs Curriculum Council and/or the Graduate Council for their information.

If approved by the Provost, the Office of Academic Affairs will coordinate the implementation process with Enrollment Services.

Coordinating Offices: Office of Academic Affairs and Enrollment Services

Academic Affairs Point of Contact: Executive Director of Academic Policy and Curriculum

Policy revision approved by the Provost/Vice President for Academic Affairs on May 16, 2017.

Policy approved by the Provost /Vice President for Academic Affairs on November 16, 2006.

*Subject is the term used in Banner to denote prefix.

**If the discipline is outside an existing department (e.g. LEAD or UNIV) the program coordinator will manage this effort.