**General Guidelines for
Proposals to Revise Course Prefix (Subject Area)**

* Proposals to revise course prefixes (subject areas) are **information items**.
* Because revisions in course prefixes (subject areas) have significant implications for updating the course inventory and evaluating transcript course equivalency, proposers are expected to provide an adequate rationale for the proposed revisions.
* All applicable committees in the curriculum approval process should be notified of the course prefix revisions.
* **When proposing a term for implementation in item 5, refer to the Schedule Flow on the UCC website to determine proposed approval timelines as they relate to registration for a term. Courses cannot be revised for a term once registration for that term has begun.**
* It is not necessary to submit Course Inventory Forms for the affected courses.

Proposal date:

**College Name**

**Department Name**

**Proposal to Revise Course Prefix (Subject Area)**

**(Information Item)**

Contact Person: Name, email, phone

1. **Identification of current course prefix:**

 **2. Identification of proposed course prefix:**

 **3. Rationale for the prefix revision:**

 **4. Course numbers to be included under the new course prefix:**

 **5. Term of implementation:**

 **6. Dates of notification to committees:**

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| Department/Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College Curriculum Committee  |  |
| Professional Education Council (if applicable) |  |
| General Education Committee (if applicable) |  |
| Undergraduate Curriculum Committee (if applicable) |  |
| Graduate Council (if applicable) |  |
| University Senate |  |