

Changing COURSE NUMBERS - SAC REQUEST FORM

SAC Name: \_\_\_\_\_

Change **COURSE NUMBER**

Current Number

Requested Number

*(if requesting number changes for multiple courses, please list all above)*

*The SAC has discussed this request with the Curriculum Office and understands the following:*

- *“Changing” a course number or prefix actually means inactivating the current course(s) and proposing new course(s). This proposal is subject to all the usual review of any new course both at PCC (committee, deans, VP, etc.) and at the state.*
- *Course prefixes and numbers have no impact whatsoever on transferability of courses; how a course transfers to other institutions is based on content, not prefix or number.*
- *Inactivating current course(s) and replacing them with new course(s) can have negative impacts on students.*
- *The prefix name/subject area (what the 2 or 3 letter prefix code “stands for”) can be changed without changing the prefix itself.*

SAC Chair \_\_\_\_\_

Name	Signature	Date
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Program Dean \_\_\_\_\_

Name	Signature	Date
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*SAC Admin Liaison: please return this signed form to the Curriculum Office, DC 4<sup>th</sup> Floor. The Curriculum staff will add their assessment below, and forward the form to the DOIs for review and decision.*

**Curriculum Office Assessment of Rationale/Impact of Change:**

Pathway Dean \_\_\_\_\_

Name	Signature	Date
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Executive Dean of TLS

Name	Signature	Date	Approved	Not Approved
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*Please return this completed, signed form to the Curriculum Office, DC 4<sup>th</sup> Floor  
Changes must be submitted to the Pathway Dean by **October 1** for implementation in the following academic year.*