

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 _____

Program Dean _____
Name _____ Signature _____ Date _____

SAC Admin Liaison: please return this signed form to the Curriculum Office, DC 4th 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 _____

Executive Dean of TLS

_____. Approved Not Approved
Name _____ Signature _____ Date _____

*Please return this completed, signed form to the Curriculum Office, DC 4th Floor
Changes must be submitted to the Pathway Dean by **October 1** for implementation in the following academic year.*