

Changing Program Names, Course Prefixes, and Course Numbers  
Guidelines and Instructions

***Title of Degree or Certificate***

***Course Title***

These are considered curriculum revisions and must be submitted in Courseleaf.

Implementation follows normal curriculum timelines

<http://www.pcc.edu/resources/academic/eac/curriculum/Timelines.html>

***Name of SAC***

***Name of Department***

***Name of Discipline Subject Area<sup>1</sup> (the name the prefix “stands for”)***

These can be changed at SAC/Department request. Implementation must coincide with the catalog year, in order to minimize confusion.

- Request the appropriate form from Curriculum Office;
- SACs will complete the form and obtain signatures of SAC Chair, Program Dean, Pathway Dean and Pathway AVP, submit to the Curriculum Office.
- Form will be **due by June 15** each year for implementation the following catalog year.
- The Curriculum Office will make needed changes in Banner and to the University Transfer and Articulation webpages, and disseminate to other departments responsible for college materials and websites. The SAC is responsible for changing SAC/department materials. See the “Name Changes Checklist” document for details.

***Prefix***

***Course Number***

Prefixes (the actual 2- or 3-letter code used in Banner, transcripts, catalog, etc.) **cannot be changed.**

Implementing a new number for an existing course requires *deactivating existing courses* and submitting new course proposals through the college and state approval process. This can have a number of negative consequences for students. Because of these potential consequences, a SAC must request prior approval for a change to a course number. This request must be submitted to the Curriculum **Office by October 1** of the year *prior* to the desired implementation. The Curriculum Office will note any operational consequences of the requested change on the form, and submit it for review by the DOIs. If a prefix or number change is approved, the curriculum staff will work with the SAC to implement the change using the curriculum process.

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<sup>1</sup> This is what the 2-3 letter prefix code “stands for”. For example, the **prefix** WR “stands for” the **Subject Area** “Writing”