Changing COURSE NUMBERS - SAC REQUEST FORM

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

Change **COURSE NUMBER**

Current Prefix/Number \_\_\_\_\_\_

Requested Prefix/Number \_\_\_\_\_\_

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

Rationale for change:

*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, DOI, 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

SAC Admin Liaison\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

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:**

Dean of Instruction\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature Date

Dean of Academic Affairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature Date

\_\_\_\_ Approved \_\_\_ Not Approved

\*For SACs operating on more than one campus, the signature of the Administrative Liaison and Dean of Instruction also indicates that consultation with counterparts on the other campus(es)

*Please return this completed, signed form to the Curriculum Office, DC 4th Floor*

*Changes must be submitted to the DOI by* ***October 1*** *for implementation in the following academic year.*