TO: The Academic Senate

FROM: Committee on Instruction and Curriculum (CIC)

SUBJECT: Policy Guidelines for Requesting New Course Prefixes

ACTION REQUESTED: Approval by the Senate of the Following Policy Guidelines for Requesting New Course Prefixes to Be Included in the Curricular Procedures Manual; effective immediately upon the signature of the President

BACKGROUND INFORMATION: Course prefixes provide information to students and faculty about the location of the course in the academic structure of the university. They also provide an easily identifiable category for tracking FTE and other student course data.

CIC discussed this new policy at its November 3rd, November 17th, and March 2nd meetings. CIC members voted to approve them by a vote of 8-1-0 on November 17, 2008 and a vote of 8/0/0 on March 2, 2009.

Policy Guidelines for Requesting New Course Prefixes:
(to be included in the Curriculum Procedures Manual)

Requests for new course prefixes must meet one of the following requirements:

1. Refer to the name of the degree (ex. POSC for courses in the B.A. Political Science).
2. Refer to the name of the department (ex. EPSY for the M.A. Counseling which is located in the Department of Educational Psychology).
3. Refer to the name of the academic unit/area of study which has a critical mass of courses not leading to a degree in that subject area (ex. SCI for college-wide courses in Science or GS for university-wide courses in General Studies).
4. Refer to an option within a degree that has no courses in common with any other option in that degree (ex. OTL for the Option in Online Teaching and Learning in the M.S. Education), with a critical mass of courses available in the curriculum to warrant a new prefix, as determined by CIC *
5. Refer to an innovative new interdisciplinary area of study with a critical mass of courses available in the curriculum to warrant a new prefix, as determined by CIC.

Requests for new course prefixes should be sent to CIC following the same process as requests for course modifications.

Requests for new course prefixes do not need to go to CAPR but CAPR should be informed of any request that is approved by CIC before it is sent to ExCom and the Senate.

*Assuming the OTL prefix is approved by the Senate.