



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 1:</b>	Courses and Curriculum: Guidelines and Procedures	
<b>Title:</b>	Request for a New Prefix	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
1.10	VII. B.	09/2020
<b>Reference:</b>	<a href="#">AAC Guideline 1.11</a> – Common Course Guidelines	
<b>Related Form(s):</b>	<a href="#">AAC Form 1.10</a> – New Prefix Request Form	

## Approval Summary Quick View

New Prefix Request   ►   CAO   ►   Discuss with other campuses as needed   ►   Univ. Website   ►   AAC   ►   BOR Exec. Dir. Interim Actions Report

1. All courses, whether unique or common, must use an approved prefix. A course prefix need not reflect the name of the department offering the course.
2. Academic Affairs Council (AAC) guidelines include a set of approved prefixes that are updated as curricular changes are made.
3. Curricular changes that involve a common course will retain the common prefix; common courses shall have common prefixes, CIP codes, course numbers, course titles, course descriptions, and prerequisite requirements. While on occasion common courses may be cross-listed with another prefix, this should happen only rarely and requires approval by the Academic Affairs Council, the system Chief Academic Officer (CAO) and Executive Director of the Board of Regents (BOR).
4. Any curricular change proposals that involve the creation of a new prefix for courses that represent a discipline/program unique to a single institution should address the issues driving the proposal.
5. All proposed curricular changes involving the creation of a new prefix for courses representing a discipline/program offered by multiple institutions should be reviewed by those institutions prior to submission to the Academic Affairs Council.
6. Requests for a new prefix must include a minimum of six courses attached to the prefix request. Courses using x9x numbering are excluded from this requirement. Those prefixes that drop below the required six course threshold shall be eliminated or merged with existing prefixes at the institution.
7. Creation of a new prefix requires the approval of the System CAO and Executive Director.
8. The university Vice President for Academic Affairs (VPAA) reviews proposed new prefix requests with the system Chief Academic Officer (CAO).

9. The university Vice President for Academic Affairs (VPAA) will place all new prefix requests on her/his university web site for review and comment by other Academic Affairs Council (AAC) members after approval by the system Chief Academic Officer (CAO). The university Vice President for Academic Affairs will notify the system Chief Academic Officer and Academic Affairs Council members by email when the material is available for review. Academic Affairs Council members will direct their comments to the university Vice President for Academic Affairs and the system Chief Academic Officer.
10. The system Chief Academic Officer will place the requests on the Academic Affairs Council agenda. Following Academic Affairs Council discussion, the system Chief Academic Officer will make a recommendation to the Executive Director of the Board of Regents. The Executive Director will inform the Board of Regents of his/her decision as part of the Executive Director's Interim Actions report.
11. The Board of Regents will receive notification of the actions at their first meeting subsequent to the decision.
12. The Enrollment Services Center (ESC) processes approved requests.

**SOURCE:**

AAC January 2017; October 2018 (Clerical). AAC September 2020.