Course Designators

Procedural Steps:

- The academic unit will write a justification as to: why they are proposing a course designator; pick the course designator; and explain why the choice was made.

- Contact the Registrar’s Office to confirm the availability of the proposed course designator.

- The academic unit then submits a Category II request in the Curricular Proposal System. This will include: the addition of a new course designator for a series of new courses; the termination of an existing course designator (if the corresponding courses are also being eliminated); or the change of an existing course designator(s).

- Following all CPS approval steps, the Registrar’s Office then moves forward with implementation of the new course designator.

Approval by Curriculum Council: February__________, 2011