**Course Designators**

**Procedural Steps:**

- The academic unit contacts Academic Programs @ 7-9560, with a proposal to create a new course designator, including a justification for their proposal.

- The Curriculum Coordinator in Academic Programs will contact the Registrar’s Office to confirm the availability of the proposed course designator.

- The Curriculum Coordinator will submit the proposed course designator to the Curriculum Council for their approval.

- Following approval by the Curriculum Council, the Curriculum Coordinator will submit an expedited Category II proposal in the Curricular Proposal System.
• The Registrar’s Office then moves forward with implementation of the new course designator.

Approval by Curriculum Council: March__________, 2011