Course Designators

Procedural Steps:

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

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

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

4. Following approval by the Curriculum Council, the Curriculum Coordinator will submit an expedited Category II proposal in the Curricular Proposal System.

5. The Registrar’s Office then moves forward with implementation of the new course designator.

6. Once a course designator is approved, the academic unit seeking to convert their courses to the new designator will send the list of these courses to Academic Programs. Academic Programs will change the course designators via abbreviated Category II proposals, without the inclusion of syllabi.

Approval by Curriculum Council: May 13, 2011