

# Form 04 – Course – New Prefix Request

## Instructions

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Use this form to propose a new course prefix for inclusion in an upcoming SUU General Catalog. Please follow the instructions found on this document and complete the form in its entirety. For any questions or concerns, contact the Associate Provost's Office.

**NOTE:** This form must be approved at the university curriculum level before any courses using the new prefix may be submitted.

- 1) Save the PDF document with the following naming convention: New Prefix – [Prefix].pdf.
- 2) **Section 01. Catalog & Banner Information:** Complete all required fields. For the prefix descriptive name field, enter the “long form” name that the prefix refers to (i.e., prefix = AT, descriptive name = Athletic Training). For help, contact [catalog@suu.edu](mailto:catalog@suu.edu).  
If the new course will fall under a college (not a specific department), or the department is not listed in the drop-down, the college/department may be entered manually.
- 3) **Section 02. Justification for Prefix:** Complete all required fields. Explain why a new prefix designation is required and/or useful instead of using a [currently established code](#), and if it will support a program that is in development, a current program, or both. If both, provide a brief narrative that explains how the new program and current program will utilize the course prefix. Provide a list of new and current programs that will use the proposed prefix.
- 4) **Section 03. Effect of Prefix:** Complete all required fields (attach a separate document if necessary). If the college/department is seeking to change any existing courses to the new prefix, list them here (current prefix, course number, title). If the new prefix request is approved, this list will serve as approval to change the courses over to the new prefix. Provide a list of any courses currently in development that will use the prefix.
- 5) **Section 04. Signatures:** Type in the appropriate name and check the box.
- 6) Send completed electronic document to [katyakonkle@suu.edu](mailto:katyakonkle@suu.edu) via the Dean's Office by the [posted deadlines](#) for university-wide curriculum committees. Do not scan or “flatten” document.

## Form 04 – Course – New Prefix Request

### Section 01. Catalog & Banner Information

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Department

Requested Prefix *(2-4 letters)*

Prefix Descriptive Name

Level(s) *(select all that apply)*

Undergraduate

Graduate

Continuing Ed

### Section 02. Justification for Prefix

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Why is this prefix needed?

Will this prefix support a new program, current program, or both?

If both, explain:

List the program(s) that will use this prefix:

### Section 03. Effect of Prefix

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Will any current courses be switched to the proposed prefix?

Yes

No

If yes, list the courses:

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List any course(s) being developed that will use this prefix:

### Section 04. Signatures

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<b>Originator</b>		<b>College Curriculum Committee Chair</b>	
Name	Date	Name	Date
<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>		<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>	
<b>Department Curriculum Committee Chair</b>		<b>University Curriculum Chair</b>	
Name	Date	Name	Date
<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>		<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>	
<b>Department Chair</b>		<b>Provost</b>	
Name	Date	Name	Date
<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>		<i>By checking this box, I am certifying my acceptance of this document in lieu of a signature.</i>	