



Prefix Change or Addition

Instructions: For the creation of a new prefix, according to "ARP 6.45," Colleges or departments may purpose new course prefixes through appropriate channels to the executive vice president and provost.

The following information is needed in order to submit a new prefix for approval and ultimately be processed into banner. Please note that the prefix must currently not exist within banner and must consist of four alphabetical characters. Anything not meeting these standards will have to change prior to final approval and processing.

Section 1: Contact Information

Requestor Name: _____

Email: _____

Phone Number: _____

Section 2: Proposed Prefix Code

Four Digit Prefix Code (in all caps w/no spaces): _____

Prefix title for banner (25 character max- including spaces):	
Prefix title for catalog (course description section):	
Justification for the code:	

Is this a brand new prefix for a new program? Yes No

Is this a prefix change (from one prefix to another)? Yes No

If yes, are all active banner courses being changed to this prefix? Yes No

Section 3: Signatures (in sequential order)

Associate Registrar: _____

Department Head/Chair: _____

Faculty (curriculum committee designee): _____

Academic Dean/VPAA: _____

Associate Provost: _____

Section 4: Completion

Processed in Banner: _____

Date: _____