

Request for New Course Subject Matter Abbreviation

Current Abbreviation (if applicable):

Proposed New Abbreviation:

Rationale for New Abbreviation (Note: If the rationale exceeds this space, attach additional pages):

Signatures Required

The Department of _____
has reviewed and approved this request

Chair, Department Curriculum Committee

Date

Department Chair (or unit coordinator, director, etc)

Date

The College of _____
has reviewed and approved this request

Chair, College Curriculum Committee

Date

College Dean

Date

Send signature page to Curriculum Services at zip 128

Curriculum Review Completed

Date

Note: If the new subject matter abbreviation is approved by the Provost, a memorandum will be prepared authorizing the new abbreviation. Copies of the memorandum, which will include the HEGIS/reporting code for the new subject area, will be circulated to appropriate members of the campus community.