

# 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.