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**Responsible Office:** Academic Affairs

Provost and Vice

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Affairs

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## General Description

**Purpose:**

Policy governing the usage of course prefixes.

**Scope:**

Academic Affairs

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## Policy/Procedure

The controlling authority to initiate, assign, change, and discontinue course prefixes lie with the following groups, while following existing campus and system policy including the use of approved subject codes

1. With the faculty of an academic department/unit when courses with those prefixes are offered solely by that academic department/unit,
2. With the school curriculum committee when courses with those prefixes can be offered by more than one department within the school,
3. With the Academic Affairs Committee of the Academic Senate when courses with those prefixes can be offered by departments in different schools