Changing a Course Prefix (See [Form D for Routine Course Changes](#))

1. Changing an existing course prefix or establishing a new course prefix is considered a routine change and must be approved by UCC and/or GSC.
2. Departments should consult with the University Registrar's Office before submitting a prefix change request in order to select a prefix code that is not currently in use, has not been previously used, and that reflects the course content.
3. Prefix changes are effective only for the following fall semester (approval by February deadline).
4. Departments are strongly encouraged to obtain approval for any course prefix before early registration has begun for the affected courses.