

Illinois State University Request for New *Course Subject Code*

Course subject codes are the three characters used to identify courses in addition to the course number. Most courses have a subject code that is the same as the department/school code (i.e. AGR for the Agriculture courses). They may be different than the Department/School code. For example, the School of Theatre and Dance's school code is THD, courses in dance have a subject code of DAN and courses in theatre have a subject code of THE.

Complete this form to request a new subject code and obtain the Department Chair/School Director and College Dean's approval signature before submitting it to **Dr. Amy Hurd, Associate Vice President for Undergraduate Education** (arhurd@ilstu.edu or Campus Box 4000).

Department/School:

Name of Department Chair/School Director:

Subject Code Requesting (limited to 3 characters, letters only):

Provide a rationale for this request:

Has the department/school curriculum committee voted to approve the new subject code?

How many courses will initially be changed from their existing subject code to the new subject code if approved?

**Are there plans to develop new courses in the next year that will have this new subject code if approved?
If yes, how many new courses do you anticipate?**

Approval Routing (in sequential order)

- | | |
|---|---------------|
| 1. Department Chairperson/School Director | Date Approved |
| 2. College Dean | Date Approved |
| 3. Provost or Provost's Designee | Date Approved |