Title of Degree or Certificate
Course Title
These are considered curriculum revisions and must be submitted in Courseleaf.
Implementation follows normal curriculum timelines
http://www.pcc.edu/resources/academic/eac/curriculum/Timelines.html

Name of SAC
Name of Department
Name of Discipline Subject Area[1] (the name the prefix "stands for")
These can be changed at SAC/Department request. Implementation must coincide with the catalog year, in order to minimize confusion.
- Request the appropriate form from Curriculum Office;
- SACs will complete the form and obtain signatures of SAC Chair, Program Dean, Pathway Dean and Pathway AVP, submit to the Curriculum Office.
- Form will be **due by June 15** each year for implementation the following catalog year.
- The Curriculum Office will make needed changes in Banner and to the University Transfer and Articulation webpages, and disseminate to other departments responsible for college materials and websites. The SAC is responsible for changing SAC/department materials. See the "Name Changes Checklist" document for details.

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[1] This is what the 2-3 letter prefix code "stands for". For example, the **prefix** WR "stands for" the **Subject Area** "Writing"