

Suggested File Names for Curriculum Proposals (June 2017)

Use the four-letter discipline code or department name as the first part of the file name unless the program is better identified by a different title (e.g. BusSPAN for the business Spanish minor). For all course actions, include the course number as part of the file name.

Don't use spaces in the file name. The final part of every file name should be .pdf (for the file format).

The list below provides examples of file names for the various types of actions.

EXPEDITED COURSE PROPOSALS	
Change course description	ECON317changedescription.pdf
Change prerequisites	ECON317changeprerequisite.pdf
Change course title	ECON317changetitle.pdf
Change course number	ECON317changenumber.pdf
Delete course	ECON317delete.pdf
<i>For multiple expedited actions . . . Abbreviate & combine terms as necessary</i>	ECON317changedescripandprereq
NEW COURSE	ECON318newcourse.pdf
CHANGE COURSE CREDITS	ECON317changecredits.pdf
PROGRAM CHANGES (no state approval required)	
Change existing major	ECONchangemajor.pdf
Change existing minor	BusSPANchangeminor.pdf
Change existing concentration	CreatWritingchangeconcentration.pdf
Change existing certificate	GISCcertificatechange.pdf
Change existing degree requirements	BLSdegreechange.pdf
New minor	NewMediaminor.pdf
New concentration	NewMediaconcentration.pdf
New major (but NOT a new degree)	LeadershipBLSmajor.pdf
PROGRAM CHANGES (state approval required)	
New master's degree	ECONnewMSdegree.pdf
New bachelor's degree	COMMnewBAdegree.pdf
New certificate	NewMediacertificate.pdf
Offer as Majority Online Program	MEdDegreeOnline.pdf
Change program title	ECONtitlechange.pdf
Change department title	MDFLdepartmentchange.pdf
Change degree designation	BUADdegreechange.pdf
Merge programs	BUADandECONmerge.pdf
Delete program	ECONdeleteprogram.pdf

