

## Course Prefix Request

1. Complete proposal.

Based on a review of previous proposals, they generally contain elements such as:

- Requested Prefix (e.g., HIST, BIOL, POLC)
- Rationale
  - Purpose of new prefix
  - Need to be addressed (i.e., student, community)
- List of initial planned courses and programs.
  - Include descriptions and planned units, hours, etc.
- Mapping of courses to programs.
  - If applicable, crosswalk to/from other Departments (i.e., courses, programs).
- Desired timeline for completing/introducing new curriculum.
- Any additional facilities, equipment, and personnel needed. Provide details and explanation.

In addition to these elements:

- Include the Department in which the prefix will be housed (e.g. eLumen and Banner) by listing the Department Chair and Dean responsible for review.
- Include results of conversations with any potentially overlapping Departments, Department Chairs, and Deans.
- Include the Department Chair and Dean's approval in the proposal.

2. Submit the proposal to [bc\\_curriculum@bakersfieldcollege.edu](mailto:bc_curriculum@bakersfieldcollege.edu)

\*Keep in mind that this is a proposal. There are no expectations that this be a finalized version. If you have some courses/programs still in process, simply include the explanation within the proposal.