*Course Prefix Request allows an institution to request to create a new course prefix and title or to permit an institution to be added to an existing course prefix. The course prefix is assigned to a subject code that identifies the discipline, field or program offering the course.*

1. **Institution.**

Choose an item.

1. **Proposed Course Prefix Abbreviation.**

*e.g. MICRO, ACCT*

1. **Full Prefix Title.**

*e.g. Microbiology, Accounting*

1. **CIP Code.**
2. **Academic Department/Division/Chair.**
3. **Proposed Semester of Course Prefix.***e.g. First term to use the course prefix.*

Choose an item.

1. **Proposed Year of Course Prefix.**

*e.g. First year to use the course prefix (2021, 2022)*

1. **Describe the rationale for adding the prefix.**

*Indicate if you have checked with CTS for similar prefixes that could be used.*