

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 8100

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PROCEDURE TITLE: Assignment of Course Prefixes and Numbers

STATUTORY REFERENCE: FLORIDA STATUTES 1001.03, 1004.02, 1008.30 AND 1009.28

BASED ON POLICY: VIII-3 Objectives: Curriculum and Instruction

EFFECTIVE DATE: May 30, 1972

LAST REVISION DATE: November 8, 2005, October 18, 2023

LAST REVIEW DATE: ~~November 8, 2005, October 18, 2023~~; February 12, 2024

I. PURPOSE


To provide a method for assignment and maintenance of Miami Dade College (MDC) course prefixes and numbers within the Florida's State Course Numbering System (SCNS).

II. PROCEDURE

- A. Assignment of course prefix/numbers are in accordance with the State Course Numbering System (SCNS) policies and procedures. For new courses to be added to the MDC curriculum:
1. The academic area initiating the course contacts the District Office of Academic Programs for assistance in determining the course prefix/number. The recommended prefix/number will be compared to existing prefixes/numbers provided by the SCNS. Recommended prefixes/numbers will meet the SCNS requirements and will not conflict with existing or previously assigned prefixes/numbers.
 2. Courses not listed in the SCNS Taxonomy will be submitted to the SCNS by the MDC District Office of Academic Programs for inclusion. If the course prefix/number is unavailable prior to CASSC action, the requested course may be submitted with a generic number (e.g., XXX 1xxx)
 3. The academic area initiating the course submits a new course request through the curriculum management system and follows the curriculum approval process.
 4. After each CASSC meeting, a collegewide Curriculum Report, reflecting all programs and course changes is distributed to appropriate MDC personnel.

B. Maintenance of Course Prefix/Numbering System:

1. All course additions, changes, or deletions affecting the MDC curriculum are coordinated and finalized by the District Office of Academic Programs.

	02/12/2024
PRESIDENT	DATE