I. PURPOSE

To provide a method for assignment and maintenance of 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:

a. 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 previous assigned prefixes/numbers.

b. 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).

c. The academic area initiating the course submits CASSC form 102 (Curriculum Action-Course Form) or CASSC form 105A (Course Information/Approval-Experimental Course Form) through the College-Wide Academic and Student Support Council (CASSC) process.

d. After each CASSC meeting, a college-wide Curriculum Report, reflecting all programs and course changes is distributed to appropriate MDC personnel.
B. Maintenance of Course Prefix/Numbering System:

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