

COURSE CODING INFORMATION

The following table is to assist you in providing the information needed on course revisions and new course requests. If you have any questions concerning this information, please contact Jennifer Swearengin at extension 2216.

The *Classification of Instructions Programs: 2010 Edition (CIP)* mentioned on Fld 7 is available at the following internet address:

<http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

The National Center for Education Statistics website has a CIP Selector, a 2000-2010 crosswalk, and many other tools to help you select the best CIP code that describes your course/program.

Fld	Title	Description
4	Course Prefix	Self-explanatory
5	Course Number	Self-explanatory
6	HEGIS Code	This code is no longer being used.
7	CIP Code	Enter the CIP code (see manual titled <i>Classification of Instructional Programs: 2010 Edition</i>) which most accurately designates the Field of Study that encompasses the content of the course. This will be a six digit code.
8	Title	New or Revised: List title of course as it will be stated in the catalog. The title listed in the <i>Schedule of Classes</i> will be a shorten version of this title. There are only 20 spaces available for the <i>Schedule of Classes</i> .
9	Instruction Mode	Lecture with lab 00 Lecture or lecture with formally scheduled discussion, activity, demonstration, clinic 01 Seminar 02 Laboratory 03 Internship, Field Experience, Clinical Practice 04 Physical Education Activity, Recreation Activity 05 Speech, Fine Arts, and Journalism Activity 06 Independent Study, Directed Readings 07 Research: Masters Thesis, Doctoral Dissertation 08 Individual Instruction 09 Other (explain)* 10 *Explain on separate sheet and attach to request: "New Course Request" or "Course Inventory and Modification Form".
10	Number of Contact Hours	FOR NON VARIABLE CREDIT COURSES ONLY. Enter the total number of contact hours. A contact hour is a unit of measure that represents an hour (50 minutes) of scheduled instruction given to students. The total number of hours spent by a student in scheduled instructional activities during a specified period of time can be determined by multiplying the number of hours the class meets during the week times the number of weeks the class meets. Round to the nearest whole number. Example: 32, 48, 80.....(Leave blank if variable course.)

FId	Title	Description
11	General Education See Appendix A	<p>This course is "required" for fulfillment of the General Education requirement.....1*</p> <p>This course will support the General Education requirement as a "Guided Elective"2*</p> <p>This course will support the General Education requirement as a "General Elective"3*</p> <p>This course will not satisfy the General Education requirement..... 4</p> <p>*Must be submitted through and recommended by the General Education Council.</p>
12	Degree Program Required	List the instructional program code of a degree program that will "require" this course. (See Appendix B for definition of required course.) Leave blank if not required by a degree program. If course is required by more than one program, choose one.
13	Degree Program Guided Elective	List the instructional program code of degree program for which this course is a "guided elective". (See Appendix B for definition.) Leave blank if course does not support a degree program.
14	Degree Program General Elective	List the instructional program code of degree program for which this course is a "guided elective". (See Appendix B for definition.) Leave blank if course does not support a degree program.
16	Crosslisted	If course will be synonymous with another course in inventory, list prefix and number of other course. ex: BIOL 4314 and CHEM 4314
18	Liberal Arts and Sciences	Code course as follows: Non-liberal arts and sciences..... 0 Liberal arts and sciences 1
19	Variable Content/Credit	Code course as follows: Content/credit does not vary from section to section or from semester to semester 0 Content/credit does vary from section to section or from semester to semester..... 1 If course is coded 1 on this element, the last digit of the course number must be "0". It is understood that when this course is scheduled the last digit may be a number other than "0".
20	Minimum Number of Credit Hours	FOR VARIABLE CREDIT COURSES ONLY: Enter the minimum number of credit hours. Leave blank if non-variable course.
21	Maximum Number of Credit Hours	FOR VARIABLE CREDIT COURSES ONLY: Enter the maximum number of credit hours. Leave blank if non-variable course.

22	Minimum Number of Contact Hours	FOR VARIABLE CREDIT COURSES ONLY: Enter the minimum number of contact hours. Leave blank if non-variable course. (For definition of contact hours, see Field 10.)
23	Maximum Number of Contact Hours	FOR VARIABLE CREDIT COURSES ONLY: Enter the maximum number of contact hours. Leave blank if non-variable course. (For definition of contact hours, see Field 10.)
24	Number of Repeats	FOR VARIABLE CREDIT COURSES ONLY: Enter the maximum number of times a course can be repeated.
25	Reason for Variable Content	FOR VARIABLE CREDIT COURSES ONLY: New course experimentation 1 Graduate research and specialized need 2 Internship, Field Experience 3 Response to undergraduate specialized needs 4 Other (explain)* 5 Undergraduate research 6 *Explain on separate sheet and attach to request form.

The present description of the course on this form is the one published in the Undergraduate/Graduate Catalog every two years. It may be changed or updated between publications. Please include any and all prerequisites and co requisites required for the course. Approved changes to course content usually take effect at the start of an academic year (summer, fall and spring)

APPENDIX A

COURSES AS THEY PERTAIN TO GENERAL EDUCATION AND/OR DEGREE PROGRAMS

Required Courses: (1)

Courses that are specifically required. In these instances, the catalog lists the course explicitly as a general education or degree program requirement.

Guided Elective Courses: (2)

Courses that if taken will meet the general education or degree program requirement. Usually, the catalog lists five or six courses and states that a certain number (less than the total listed) of these courses must be taken to fulfill degree program requirements. For example, a catalog may list ten guided elective courses under the degree of Bachelor of Science in Biology. In order to earn this degree, a student must take seven out of the ten courses, but he or she may choose which seven to take.

General Elective Courses: (3)

Courses in areas that will support the general education or degree program requirement. In most instances, the catalog defines a field of study or a group of discipline areas from which the student may select courses. Courses are not specifically listed. The catalog, however, states that a certain number of credit hours earned in these areas will count toward the degree.