

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: 2020 Edition (CIP)* mentioned on Field 3* 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 2010-2020 crosswalk, and many other tools to help you select the best CIP code that describes your course/program.

FId	Title	Description
1	Course Prefix	Self-explanatory
2	Course Number	Self-explanatory
*3	CIP Code	Enter the CIP code (see website above for <i>Classification of Instructional Programs: 2020 Edition</i>) which most accurately designates the Field of Study that encompasses the content of the course. This will be a six-digit code.
4	New or Revised Title	New or Revised: List the full title of course as it will be listed in the published catalog. The title listed in Colleague self-service will be a shorten version of this title.
5	Instruction Mode Delivery/Special Classification	List the DEFAULT delivery mode for the course. The mode can be changed on the schedule for individual sections. DON - On site (Face to Face) DWEB – Online DSIDE – Synchronous Interactive Video (was IETV) List any additional Special Classification SARR – Arranged (Special Studies, Directed Reading, Research) SINT – Internship SLABC – Lab for Credit
6	Course Equivalence	If course will be synonymous with another course in inventory, list prefix and number of other course. Example: BIOL 4314 and CHEM 4314
7	Credit Hours	FOR NON VARIABLE CREDIT COURSES ONLY. Enter the total number of contact hours. This appears in Colleague self-service after the title. (Leave blank if variable course.)
8	Variable Content/Credit	Yes=Variable content/credit course varies from section to section or from semester to semester. The last digit for the course will end in zero. The credit hour range (min credit hours – max credit hours) will be listed at the section level. If a section is offered for a set number of hours, (example, 2 credit hours) this will be listed at the section level as well. The last digit cannot be changed.
9	Minimum Number of Credit Hours	FOR VARIABLE CREDIT COURSES ONLY: Enter the minimum number of credit hours. Leave blank if non-variable course.

FId	Title	Description
10	Maximum Number of Credit Hours	FOR VARIABLE CREDIT COURSES ONLY: Enter the maximum number of credit hours. Leave blank if non-variable course.
11	Activity Course	Physical Education Activity
12	General Education	Must be submitted through and recommended by the General Education Council.
13	Honors	Self-explanatory
14	Internship	Self-explanatory
15	Liberal Arts	Self-explanatory
16	Private Music	Privately taught music Example: BSN, CLAR, EUPH, FLTE...
17	Professional Education	Course used in Professional Education
18	Remedial	Self-explanatory

PRESENT DESCRIPTION:

The information on this form is the description the students view in Colleague self-service when Courses are searched. It is also published in the Undergraduate/Graduate Catalog every two years. It may be changed or updated between publications. Approved changes to course content usually take effect at the start of an academic year (summer, fall and spring).

PREREQUISITE:

Please include any and all prerequisites and co requisites required for the course. Approved changes to course prerequisites usually take effect at the start of an academic year (summer, fall and spring).

REQUISITE ENFORCEMENT:

Required Prerequisite/Co-Requisite
Recommended Prerequisite/Co-Requisite

TIMING:

The timing for which the prerequisite is required.

P – Previous to the course

C – Concurrent with the course

E – Concurrent or Previous (can be taken either way)

NEW DESCRIPTION:

Please include full course description with changes.

RATIONALE:

Please include an explanation for the new or revised course.