

Course Inventory Standards

Please review the following standards before submitting a Course Proposal or Course Revision form.

<i>Process</i>	<i>Mechanism</i>	<i>Standard</i>	<i>How Degree Audit processes:</i>	<i>Who is responsible to monitor?</i>
Setting up versions.	Each time there is a course change - credit hours, repeat credit, activity, new title, etc., we make a new version, even if course number is the same.	Always begin with summer; end with spring.	Degree Audit runs off catalog cycle, which matches the degree audit cycle.	Registrar's Office
Renumber a course with minimum content change	Give new course number; and DO enter in previous course ID on new course number. Assign end term to previous course id and enter CURR course id.	Need to submit on a course revision form Do not reuse the course number (on the previous course) for 10 years.	Degree audit assigns as a cutback.	Department or dean picks the new course number; dean checks screen 128 to determine course number is not repeated, and gives final approval.
Issue a new course number due to a major content change	Give new course number; assign an end term, BUT DO NOT enter in a previous course ID on the new course number.	Need to submit on a course proposal form. Do not reuse the course number for 10 years.	Student could be issued credit for both courses in the audit, if both are required.	Department or dean picks the new course number; dean checks screen 128 to determine course number is not repeated, and gives final approval.
Credit hour change with minimal content change	Use the same course number; assign an end term.	Course revision form must be submitted.	No change is made to the student audit. Audit receives the number of credit hours assigned at the time the student took the course.	Department or dean picks the new course number; dean checks screen 128 to determine course number is not repeated, and gives final approval.
Credit hour change with major content change	Assign a new course number; assign an end term.	Need to receive on a course proposal form. Do not reuse course number for 10 years.	Student could be issued credit for both courses in the audit, if both are required.	Department or dean picks the new course number; dean checks screen 128 to determine course number is not repeated, and gives final approval.

Cross listing	C entered on 125, along with the entry of the cross listed course number.	Any time a course is taught in more than one department, and is the same course. Cannot be special topics courses that change topics from term to term.	Only allows degree credit for taking one of the cross listed courses.	Dean's office
Similar listing	S entered on 125, along with the entry of the similar course number.	Any time a course contains enough "like" content that students should only be given credit in one course or the other.	Only allows degree credit for taking one of the similar courses.	Dean's office
Double listing	D entered on 125, along with the entry of the similar course number.	Any time a course is taught in the same department as an upper-division, undergrad course and a grad. Course, or masters/doc level course.	Only allows degree credit for taking one of the courses.	Dean's office
Mixed listing	M entered on 125, along with the entry of the mixed combination.	Any time a course is a mixture of any of the cross listing, similar listing, and double listing combinations.	Only allows degree credit for taking one of the courses.	Dean's office
Concurrent or Combined listing	A temporary situation for a particular term where an instructor is teaching the same course in two different departments, but this is not the case each semester. Not marked as "same as, or similar to"	Should only be used as a temporary, one semester situation.	Degree Audit does not take any special considerations.	Dean's office should always give approval.
Activity change at primary or secondary level with minimal content change.	Just update new activity type.	Submit course update form.	No special handling unless the department determines it is no longer a requirement, or should become a requirement.	Dean's office

Activity change with major content change	Assign a new course number; assign an end term; do not enter in previous course ID.	Need to receive on a course proposal form. Do not reuse the course number for 10 years.	Student could be issued credit for both courses in the audit, if both are required.	Dean's office
Level change	Assign end term; assign new course number; DO NOT enter in previous or current course ID. Code as a similar course.	Credit should be given at the level it was taken.	Degree Audit assigns the credit for the term it was taken.	Dean's office
Change repeatable for credit designation	Create new version of the course, entering changes in new version	Course revision form must be submitted. Each school/college is governed by its own rules on maximum credits.	If repeatable is indicated, degree audit gives credit for each attempt of the course, up to however many designated hours.	Registrar's Office
Course numbering guidelines	Refer to "Course Numbering Guidelines" sheet.	Guidelines, not strict rules.	Degree audit program identifies course by course number or activity type.	Dean's office.
Tabling courses	Set up by course, not by requirement. Possible new course setups in course inventory.	Expand table structure to include broader categories and course-to-course equivalencies. Need usable transfer guides.	Degree audit program processes by course, not by requirement.	Dean's office/registrar's office
Pointing and waiving	Manual adjustments made for individual students who are affected by exceptions to standards.	As set forth on this spreadsheet.	Degree audit program reads pointing/substitution screens, incorporating data into report.	Dean's office.
Coding Independent Studies	Activity type assigned to course number on screen 125.	Definition of "Independent Study" and "Internship: same across campus? Will need further review.	Degree audit program identifies courses by activity type.	Dean's office
Renumber a course with minimum content change	Give new course number; assign an end term, but DO enter in a previous course ID on the new course number.	Need to submit on a course revision form. Do not reuse the course number for 10 years.	Degree audit assigns as a cutback.	Department or dean picks the new course number; dean checks screen 128 to determine course number is not being repeated, and gives final approval.

Readmit policy	Catalog year is tracked on student record, screen 111 (entry from 1r1 or 1r3).	Original year of entry for all schools/colleges except EDUC and GRAD, who prefer use of readmit year as the catalog year.	Degree Audit program is selected based on catalog year defined for the student.	Dean's office
IntraUniversity Transfers	By application and review.	Requirements for transferring into school/colleges differ.	Degree audit program is selected for school/college into which student is transferring.	Dean's office