

Course Designators

A course designator (subject code) is an abbreviation representing the department, college, or program offering the course. For example, MB indicates that the course is offered through the Department of Microbiology.

Procedural Steps:

1. The academic unit contacts the Office of Academic Programs ~~and~~, Assessment (APA), ~~and Accreditation @ at~~ 7-9560, or via email to the [Curriculum Coordinator](#), ~~with a proposal to initiate to create~~ a new course designator ~~request, including a justification for the proposal.~~
2. The proposer responds to the questions set forth in the Request for New or Changed Course Designator (see below) and emails responses to APAA.
3. The Curriculum Coordinator in APAA ~~will~~ contacts the Registrar's Office to confirm the availability of the proposed course designator.
4. The Curriculum Coordinator ~~will~~ submits the proposed course designator to the Curriculum Council for review and approval.
5. Following approval by the Curriculum Council, the Curriculum Coordinator ~~will~~ submits an expedited proposal in the Curriculum Proposal System (CPS) to record the establishment of the new course designator.
6. The Registrar's Office then moves forward with the implementation of the new course designator.
7. Once a course designator ~~is~~ has been approved, the Curriculum Coordinator sends the academic unit a Courses Needing New Subject Designators form. The academic unit indicates on the form which courses should be migrated from the old course designator to the new. APA then creates a Blanket Proposal to migrate those courses. It is the Academic Unit's responsibility to draft all Drop Course proposals for the old courses. The Courses Needing New Subject Designators form is used only for courses retaining the same course number. If the prerequisites are the only course change, this information may be added on the Courses Needing New Subject Designators form. Otherwise, the academic unit must submit a Change Course proposal for any course that is changing numbers, credits, title, schedule type, or course description.
~~the academic unit seeking to convert their courses to the new designator will send the list of these courses to APAA. APAA will change the course designators via expedited proposals, without the inclusion of syllabi.~~

Request for New or Changed Course Designator:

Requests for new or changed course designators are reviewed by the Registrar's Office and by the Curriculum Council of the Faculty Senate. Proposers should contact the Office of Academic Programs ~~and~~, Assessment, ~~and Accreditation~~ to initiate a course designator request.

Creation or alteration of a course designator constitutes a change in the curricular structure of the ~~university~~ University. Such a change has implications for the catalog, schedule of classes, BANNER Student Information Systems, MyDegrees, and transfer articulation. Accreditation standards require that designators be "consistent with program content in recognized fields of study."

Course Designator requests ~~should be prepared in writing and should must~~ address the Purpose, Accountability, and Impact of the new course designator. ~~The~~ The response to the questions below ~~must should~~ be included in the request and emailed to APA's Curriculum Coordinator. The question text should be included in the response.

Purpose: The proposed course designator should have an identified purpose within the curricular structure of Oregon State University.

- What academic programs, including majors, certificates, options and minors will be served by courses within the proposed new course designator?
- In what ways ~~do the general area and will the~~ scope of the course designator content constitute a coherent body of knowledge?
- Is the proposed usage of the course designator consistent with the practice at OSU and other institutions? Give examples.

Accountability: Responsibility for the integrity and oversight of the proposed course designator should be clearly identified.

- What ~~is will be~~ the academic College/home of the proposed course designator (College, School, Department, Program)?
- Who ~~is will be~~ responsible for administering the courses ~~in with~~ the new designator, e.g. scheduling and catalog updates? Who ~~are will be~~ the faculty contacts ~~persons~~?
- Who ~~is will be~~ responsible for consistency and outcome assessment for courses ~~in with~~ the new course designator?
- Which units ~~get will receive~~ credit for the Student Credit HoursSCH generated by courses ~~in with~~ the new subject code?
- Who ~~is will be~~ responsible for communicating information about the new course designator to stakeholders, including advisors, Admissions, and students?

Impacts: Who will benefit from the new course designator and what changes will result from its implementation?

- Will courses ~~in with~~ the new course designator duplicate or compete with existing ~~ones~~ course designators?
- ~~Are there~~ Will there be expected cross-listings or curricular equivalencies?
- How will the new designator affect transfer credits?
- Will any previous existing course designators expire ~~as the new one appears~~ when the course designator is implemented?
- How will the new course designator benefit students?

Approval by Curriculum Council: May 13, 2011

Approval & Revisions: March 8, 2013 (revised by APAA: January 31, 2017)

Additional Information: [List of Course Designators](http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/list-of-course-designators) (link to <http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/list-of-course-designators>)