Requests for New or Changed Course Designator/Subject Code¹

Requests for new subject codes are reviewed by the Registrar’s Office and by the Curriculum Council of the Faculty Senate. Proposers should contact the Office of Academic Programs, Assessment & Accreditation to initiate a designator request.

Creation or alteration of a course designator constitutes a change in the curricular structure of the university. Such a change has implications for the catalog, schedule of classes, BANNER Student Information Systems, MyDegrees, transcripts, and transfer articulation. Accreditation standards require that designators be “consistent with program content in recognized fields of study.”²

Designator requests should be prepared in writing and should address Purpose, Accountability, and Impact of the new designator. Additional details for addressing these considerations are given below.

**Purpose:** The proposed subject code should have an identified purpose within the curricular structure of Oregon State University.

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

**Accountability:** Responsibility for the integrity and oversight of the proposed subject code should be clearly identified.

- What is the academic home of the designator?
- Who is responsible for administering courses in the designator, e.g. scheduling, catalog updates? Who are the faculty contact persons?
- Who is responsible for consistency and outcome assessment for courses in the designator?
- Which unit(s) get credit for the SCH generated by courses in the subject code?
- Who is responsible for communication and liaison regarding the new designator to stakeholders, including academic units, advisors, Admissions, and students?

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

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

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¹ Draft for Curriculum Council consideration: February 15, 2013