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# Subject Code Definition and Assignment Policy

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Version: 1.0

Responsible University Official: Provost

Effective Date: August 9, 2018

## 1.0 Introduction

This policy defines “Subject Code” as well as the parameters and processes by which subject codes may be assigned to courses and otherwise employed by academic programs, departments, and colleges/schools. The purpose of the policy is to ensure disciplinary and curricular consistency and quality across all sections of all courses employing the same subject code. s.0

### 3.1 Subject Code

“Subject Code” is a three or four-letter code used in SLU’s curriculum management schema to identify generally the discipline or subject matter of a course (e.g., CHEM, NURS, MATH).

A subject code is explicitly *not* a department code. Multiple subject codes may be assigned to courses from a single department. For example, SPAN, FREN and GER are all subject codes in the Languages, Literatures, and Cultures Department (where the department code is “LLC”).

Subject codes are employed with course numbers, section numbers, and course titles to constitute the primary description of courses in academic schedules and on academic transcripts (e.g., THEO 1000-01: Theological Foundations).

Subject codes are not the only course attributes used in the accounting processes that tie course enrollments and course revenues to departmental budgets; they do *not* dictate the flow of course-related funding.

SLU’s degree evaluation system can easily account for multiple subject codes for each major/program. There is no need to cross-list a course (list it under an alternate subject code) for the purpose of ensuring that the course will be accounted for properly in a degree audit. Consult the [Policy on Cross-Listing and Dual-Listing](#) for more details.

Each subject code is assigned to a single U.S. Department of Education CIP (“Classification of Instructional Programs”) Code

The *Schedule of Classes* for each academic term is organized by subject codes, in alpha order.

### 3.2 Home Academic Unit

“Home Academic Unit” is a designation given to the departments or colleges/schools that create particular subject codes according to the Policy Statements in Section 4.0 below.

## 4.0 Policy Statements

4.1 The strength and quality of the subject code in SLU's curriculum management schema is in the balance between a) a given subject code's specificity in relation to a course's subject and b) the ability to group similar courses under a single subject code University-wide. Accordingly, new subject codes should be created only when existing subject codes fail to achieve that balance.

4.2 New subject codes are created by SLU academic departments and colleges/schools in consultation with the University Registrar and with the approval of UAAC and/or GAAC. The rationale for creation of subject codes must demonstrate alignment with disciplinary or interdisciplinary norms and the subject matter of courses to be offered under the subject code; in the context of subject code approval by UAAC and/or GAAC, the proposing departments and colleges/schools are formally designated as the "home academic units" of their respective subject codes.

*Example: The School of Business seeks to offer statistics courses taught by its own faculty and wishes to create a new subject code (STTS) for those courses; the School of Business proposes to be the "Home Academic Unit" for that new subject code. However, via its College of Arts & Sciences representatives at UAAC and GAAC, the Department of Mathematics and Statistics objects; it argues that as the Home Academic Unit of the STAT subject code it finds the School of Business' academic rationale for the creation of the STTS subject code to be insufficient. If UAAC/GAAC agree, then the proposal to create a STTS subject code would be denied.*

4.3 Requests to use an existing subject code is governed by a group of disciplinary faculty members including no more than two representatives from the home academic unit as defined in Section 3.2 and referenced in Section 4.2, and at least two faculty from schools/colleges other than the school/college of the home academic unit. If faculty members with disciplinary expertise do not exist outside of the home academic unit, then requests are governed by the home academic unit. The provost or designee selects the faculty and manages the process.

*Example: The School for Professional Studies seeks to create a new MATH course. The request to use the MATH subject code is made to the provost who then identifies the disciplinary faculty member group. The group agrees that the course title and description warrants a MATH subject code and informs the provost. The School then follows established procedures for securing approvals for a new course.*

4.31 Decisions made regarding requests to the provost to use existing subject codes outside of the home academic unit are based on the course title, course catalog description, and subject code rubric criteria.

4.32 Decisions regarding requests to the provost to use existing subject codes outside of the home department must be made within four weeks of receipt of the request.

4.33 The department/program making a request to use an existing subject code may appeal the initial decision to the Provost and involved deans. The final decision rests with the provost.

4.4 Permission to use a subject code must be granted in advance of its use.

4.5 Existing subject codes should not be applied to courses that are in the domain of another subject code.

*Example: The School of Nursing seeks to offer its own version of a Chemistry course but under the NURS subject code. If the proposed course (or a substantial component thereof) is adequately*

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