



Office of the Registrar

UNIVERSITY OF COLORADO **DENVER**

# Guide to CU-SIS Academic Structure and Approvals

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CU-SIS Dev & Curriculum Services

Registrar Internal Use Only



Office of the Registrar  
UNIVERSITY OF COLORADO **DENVER**



<b>Version Control Table</b>			
<b>Version #</b>	<b>Author</b>	<b>Purpose/Change</b>	<b>Date</b>
1.0	Allison Diekhoff	Initial draft	11/17/2021
2.0	Allison Diekhoff	Correction made to emphasis/specialization/etc, incorrectly listed as a plan code but is a subplan code	12/8/2021

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## Summary

For course coordinator use only.

The CU-SIS academic structure codes drive multiple processes in Financial Aid, Bursar, Admissions, Degree Audit, Transfer Articulation, Advising, Institutional Research, Graduation Processing, and more.

- School/College/Entity/Category are identified by **Program Code**.
- Majors, minors, licensures, certificates, endorsements, dual-degrees are identified by **Plan Codes**.
- Emphases, tracks, specializations, concentrations, and additional tracking identifiers (online program, 4+1, special cohort/location) are identified by **Subplan Codes**, which are linked to the parent Plan Code.
- Course prefixes are identified as **Subject Codes**.

Submit the Academic Structure Request Form after you have obtained all necessary academic approvals (school/college curriculum committees, Dean approval, Regent approval, etc.). After submission, the Office of the Registrar will vet the request through the Office of Institutional Research and Effectiveness, Financial Aid, and Bursar. When codes are ready, the Registrar's Office notifies constituents. Codes will be created within 3-4 weeks.

## Required approvals

Prior to submitting the Academic Structure Form, the following approvals should be obtained. Keep these on file within your School/College/Department (you may be asked to provide a copy).

- **Subject/Prefix Code**
  - School/College Curriculum Committee
  - Associate Dean or approved signature authority
- **\*Major** (*Plan Code tied to a Program Code*)
  - UCC (Undergrad only)
  - School/College Curriculum Committee
  - Associate Dean or approved signature authority
  - Provost's Office
  - Board of Regents (approvals are bi-annual)
- **Minor** (*Plan Code tied to a Career*)
  - UCC (Undergrad only)
  - School/College Curriculum Committee
  - Associate Dean or approved signature authority
- **Emphasis | Concentration | Track | Specialization** (*Subplan Code tied to a Plan Code*)
  - UCC (Undergrad only)
  - School/College Curriculum Committee
  - Associate Dean or approved signature authority
- **Licensure** (*Plan Code tied to a Program Code*)
  - UCC (Undergrad only)
  - School/College Curriculum Committee
  - External Licensing Entity
  - Associate Dean or approved signature authority
- **Endorsement** (*Plan Code tied to a Program Code*)
  - UCC (Undergrad only)
  - School/College Curriculum Committee
  - External Licensing Entity



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- Associate Dean or approved signature authority
- **Certificate** (only for programs offered through CU-SIS) (*Plan Code tied to a Career*)
  - UCC (Undergrad only)
  - School/College Curriculum Committee
  - Associate Dean or approved signature authority
- **4+1 tracking** (*Subplan Code tied to a Plan Code*)
  - UCC (Undergrad only)
  - School/College Curriculum Committee
  - Associate Dean or approved signature authority
- **Dual degree tracking** (*Subplan Code tied to a Plan Code*)
  - School/College Curriculum Committee
  - Associate Dean or approved signature authority
- **Online programs** (*Subplan Code tied to a Plan Code*)
  - School/College Curriculum Committee
  - Associate Dean or approved signature authority
- **Other population tracking (only for programs offered through CU-SIS)** (*Subplan Code tied to a Plan Code*)
  - School/College Curriculum Committee
  - Associate Dean or approved signature authority

**\*As guidance, the following approval steps and notifications are required for new degrees**

Steps and Approvals/Notifications Required	New Degrees
	Completely New OR Track Conversion
<b>CU Denver / CU Anschutz and University of Colorado Academic and Administrative Offices</b>	
Documentation that the Dean or their designee supports program	Yes
School/College Approvals	Yes
Graduate School (if GS will confer the degree/certificate)	Yes
Develop a 5 yr budget with the Office of Fiscal Planning	Yes
Develop the Program Plan in collaboration with the Office of Academic Planning (OAP)	Yes
Approval by the Budget Priorities Committee (CU Denver only)	Yes
Approval by the Vice Chancellor for Budget & Finance, Provost & Chancellor	Yes



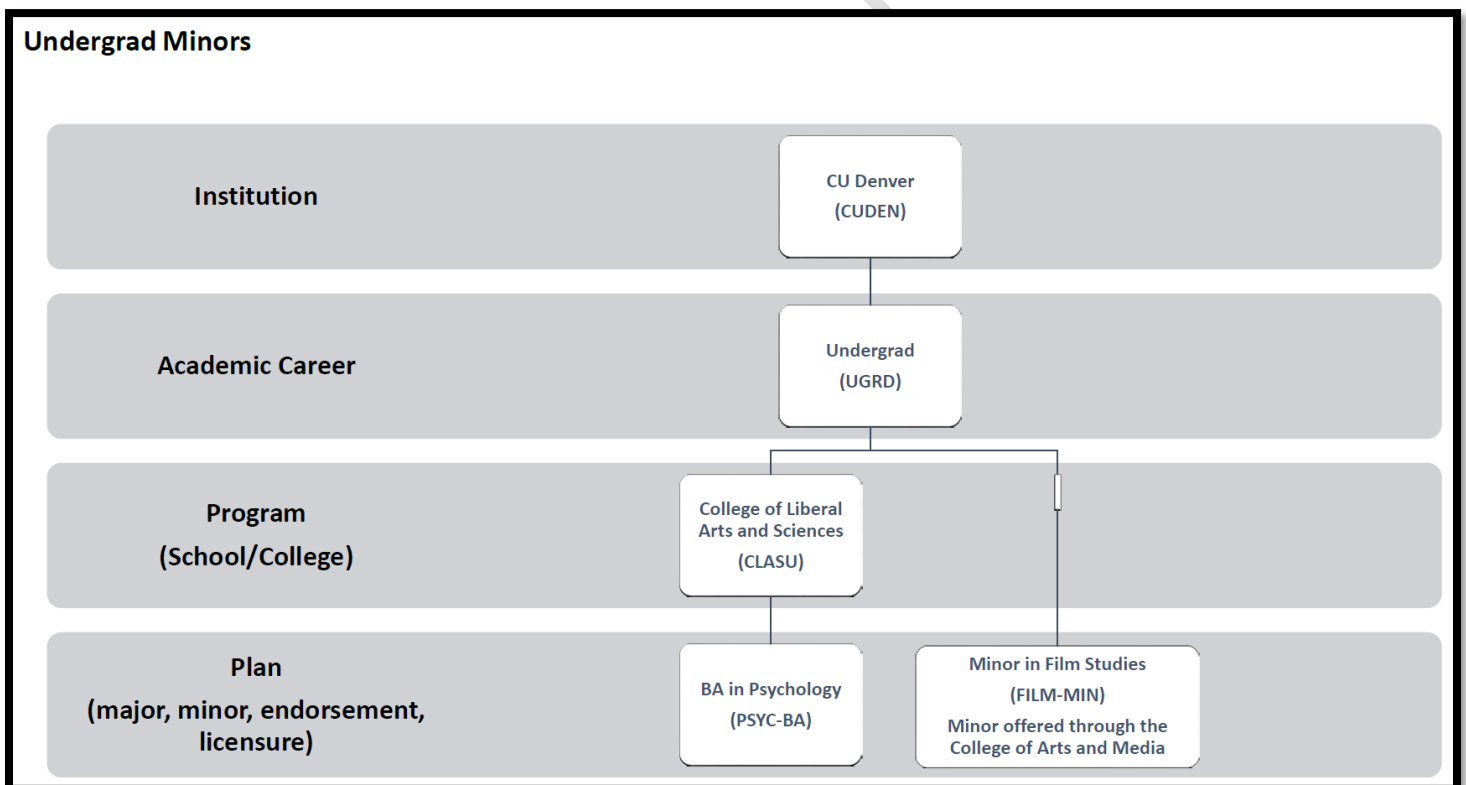
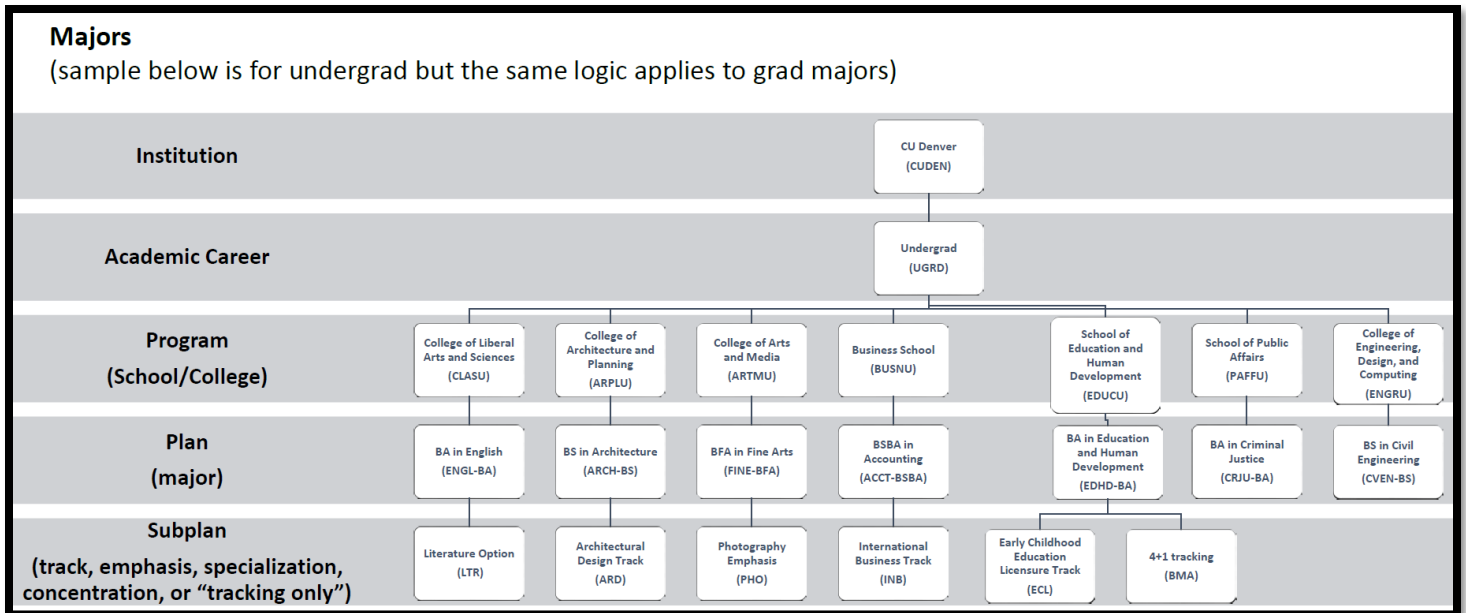
University Affairs Committee of the CU Board of Regents (BoR) and full BoR	Yes
Colorado Commission on Higher Education (CCHE)	CU System office notifies CDHE
Work with the Director of Assessment to develop an assessment of learning plan	After approval by CU BoR
Submit curriculum updates and degree requirements to the Registrar's Office	After approval by CU BoR
Work with Registrar Office to build plan/subplan in CU-SIS database	After approval by CU BoR
Office of Financial Aid (OFA)	Coordinated by Registrar's Office after Academic Structure form submitted
Bursar Office	Coordinated by Registrar's Office after Academic Structure form submitted
Office of Institutional Research and Effectiveness (OIRE)	Coordinated by Registrar's Office after Academic Structure form submitted

### Requesting a new code

**If the request involves an initiation of a contractual or other arrangement wherein CU Denver outsources some portion of one or more of this education program to any of the following parties: an unaccredited institution, an institution that is not accredited by an accreditor recognized by the U.S. Department of Education, or a corporation or other entity, then you must contact IR.**



## Major/Minor Plan Codes



- Enter the first term the code can be used
- Indicate if the program can be completed 100% online (indicates that a subplan is also needed)
  - Indicate if the online program is supported by the Office of Digital Education through their service model
  - ODE-supported programs should be on the admissions application
- Indicate if it should be added to the admissions application



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- Indicate which admissions office maintains your application
- Minor – minors are not part of the admissions application
- Indicate if the program is offered an off-campus location, and whether a new location needs to be approved
- Indicate if the program is limited to students in the school/college
  - Majors – limited to school/college. Select your school/college.
  - Minors – not limited to school/college. Select the career.
- Select the plan type
- Enter the name of the program (limited to 30 characters)
- Enter the code you are requesting (if not available, the Registrar's Office will select an available code). See reference below for code structure requirements.
  - "Academic Plan" = Short description code (4 letters) followed by a dash ("-") and code structure according to the type of code being requested (ex. PMBA-MBA is for Master in Public Administration).
  - When a major is offered as multiple degree types, a unique 4-letter code is required for each in order for the degree audit system to work properly (the audit only reads the first 4 letters, and this was by design and applies to all campuses).
  - CSCI-BS and CSCS-BA (Computer Science) is an example of two degree types where the plan has the same name, but one is a Bachelor of Science and the other is a Bachelor of Arts

## Major

(examples only)

XXXX-BA  
XXXX-BS  
XXXX-BSBA  
XXXX-MBA  
XXXX-ADL  
XXXX-BFA

## Minor

XXXX-MIN

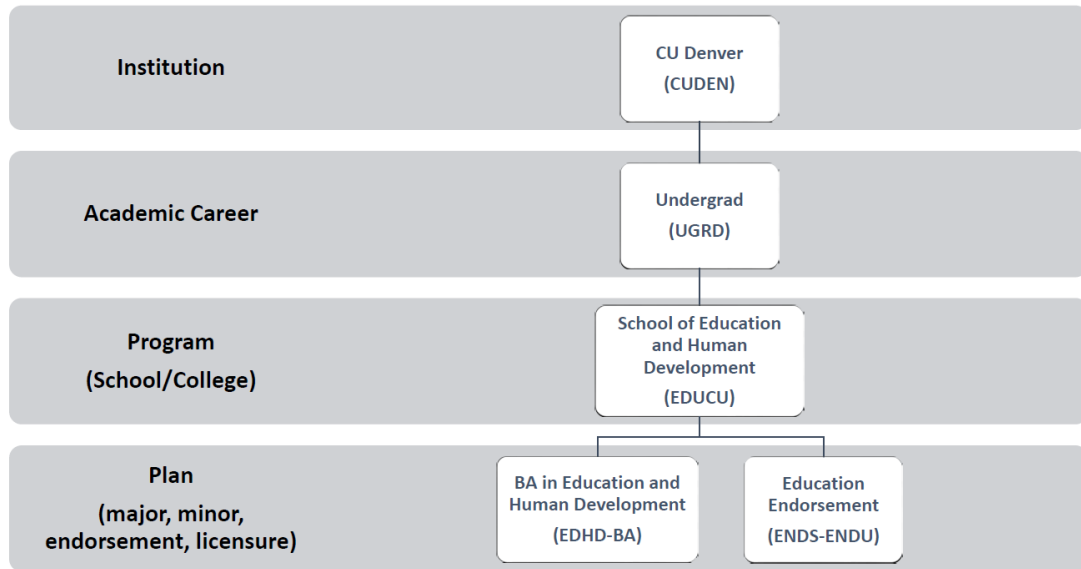
- Optional: Enter the CIP (or leave blank if not known)
  - The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, 2000, 2010 and 2020.
  - A CIP code is required for all majors, minors, licensures, endorsements, and aid-eligible certificates.
  - The Registrar's Office will confirm and/or obtain the correct CIP code from the Office of Institutional Research and Effectiveness on your behalf.
- Enter the program length in years
- Attach the program requirements



## Licensure Plan Codes

### Licensures and Endorsements

– to be eligible for title IV funds, must be pursued along with a major and coursework must also apply to the major. (sample below is for undergrad but the same logic applies to grad majors)



- Enter the first term the code can be used
- Indicate if the program can be completed 100% online (indicates that a subplan is also needed)
  - Indicate if the online program is supported by the Office of Digital Education through their service model
  - ODE-supported programs should be on the admissions application
- Indicate if it should be added to the admissions application
  - Indicate which admissions office maintains your application
- Indicate if the program is offered an off-campus location, and whether a new location needs to be approved
- Indicate that the program is limited to students in the school/college
- Select the plan type
- Enter the name of the program (limited to 30 characters)
- Enter the code you are requesting (if not available, the Registrar's Office will select an available code). See reference below for code structure requirements.
  - "Academic Plan" = Short description code (4 letters) followed by a dash ("-") and code structure according to the type of code being requested (ex. PMBA-MBA is for Master in Public Administration).
  - When a major is offered as multiple degree types, a unique 4-letter code is required for each in order for the degree audit system to work properly (the audit only reads the first 4 letters, and this was by design and applies to all campuses).
  - CSCI-BS and CSCS-BA (Computer Science) is an example of two degree types where the plan has the same name, but one is a Bachelor of Science and the other is a Bachelor of Arts

#### Licensure

XXXX-LICN (non-degree grad)

XXXX-LICG (grad)



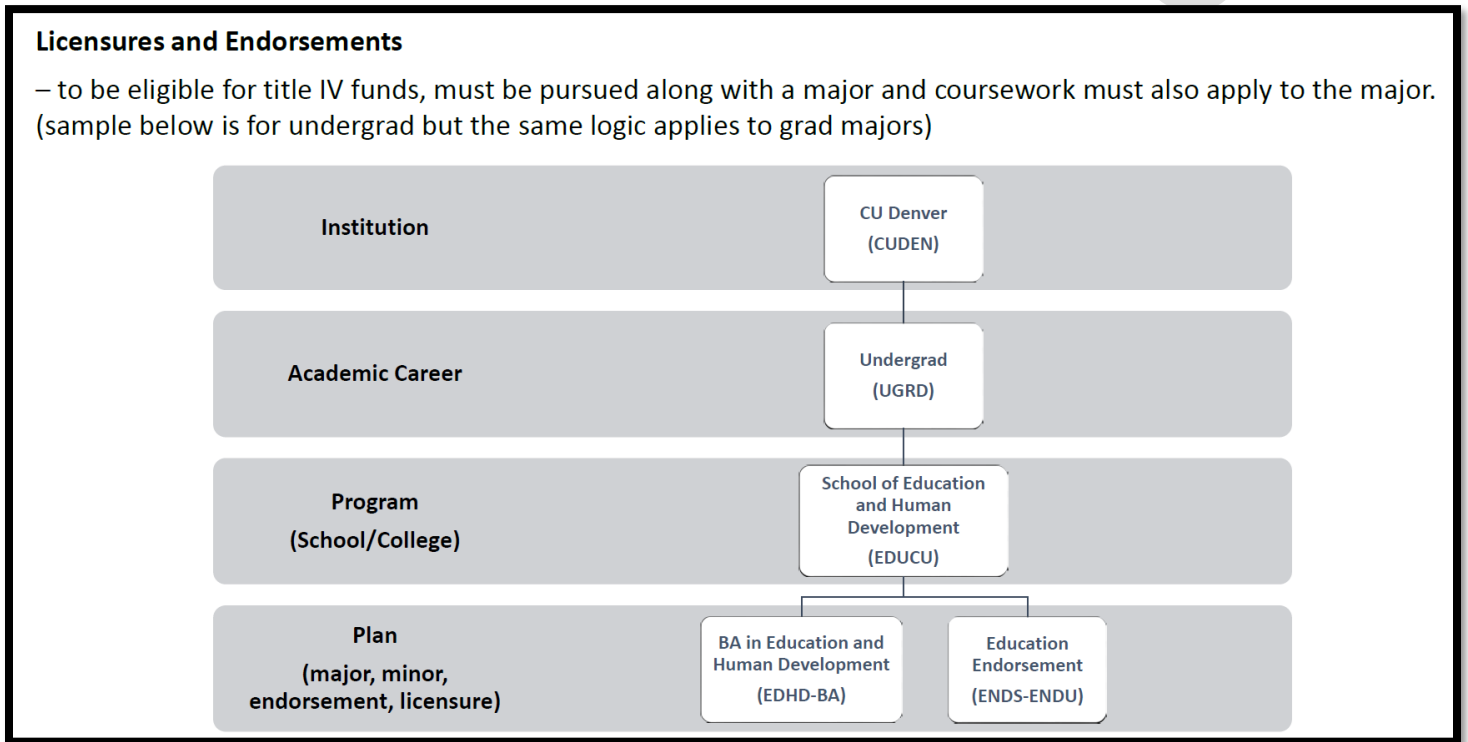


XXXX-LICU (undergrad)

- Enter the CIP or leave blank if not known
- Enter the program length in years
- Attach the program requirements

## Endorsement Plan Codes

Only



- Enter the first term the code can be used
- Indicate if the program can be completed 100% online (indicates that a subplan is also needed)
  - Indicate if the online program is supported by the Office of Digital Education through their service model
  - ODE-supported programs should be on the admissions application
- Indicate if it should be added to the admissions application
  - Indicate which admissions office maintains your application
- Indicate if the program is offered an off-campus location, and whether a new location needs to be approved
- Indicate that the program is limited to students in the school/college
- Select the plan type
- Enter the name of the program (limited to 30 characters)
- Enter the code you are requesting (if not available, the Registrar's Office will select an available code). See reference below for code structure requirements.



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- “Academic Plan” = Short description code (4 letters) followed by a dash (“-”) and code structure according to the type of code being requested (ex. PMBA-MBA is for Master in Public Administration).
- When a major is offered as multiple degree types, a unique 4-letter code is required for each in order for the degree audit system to work properly (the audit only reads the first 4 letters, and this was by design and applies to all campuses).
- CSCI-BS and CSCS-BA (Computer Science) is an example of two degree types where the plan has the same name, but one is a Bachelor of Science and the other is a Bachelor of Arts

### Endorsement

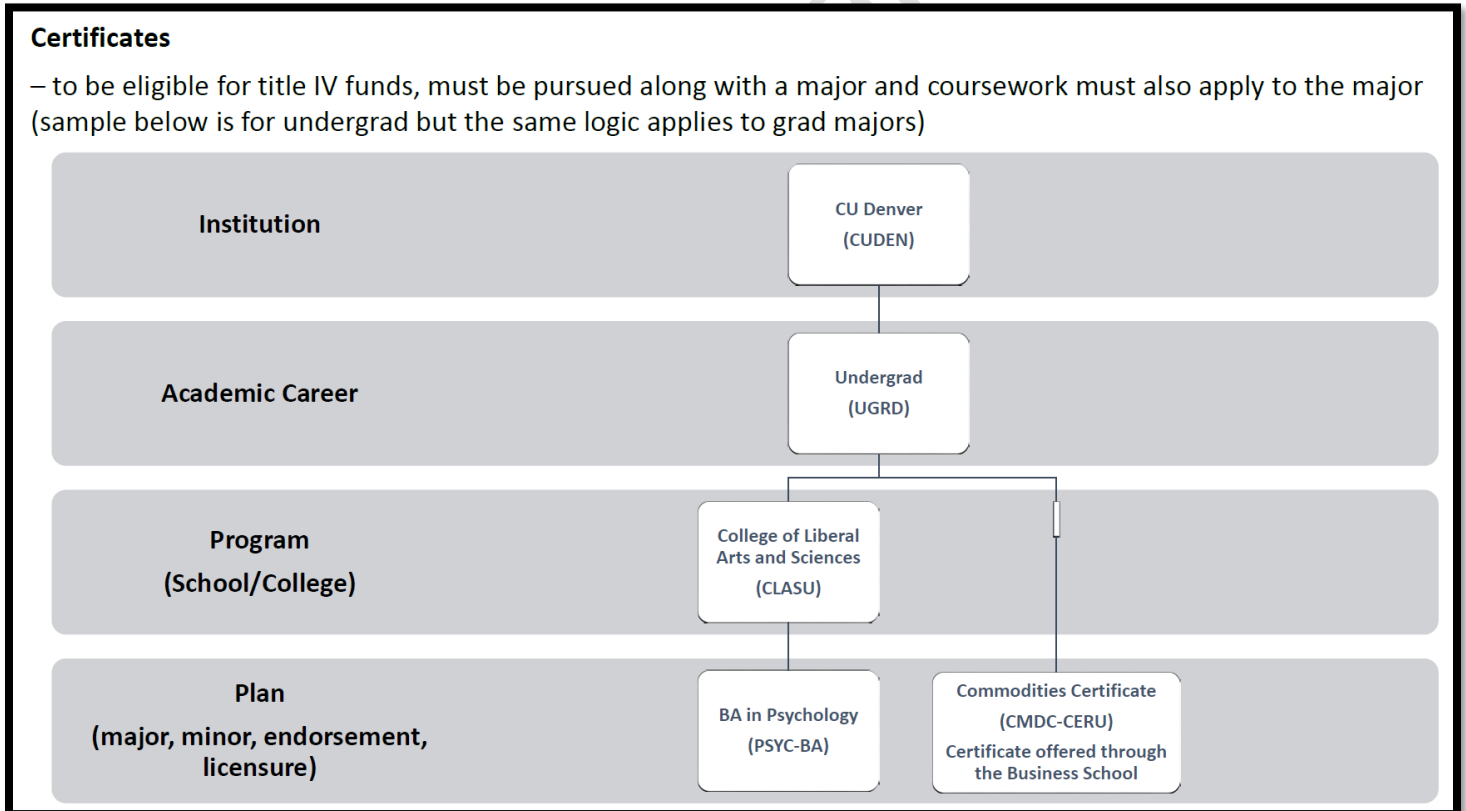
XXXX-ENDN (non-degree grad)

XXXX-ENDG (grad)

XXXX-ENDU (undergrad)

- Enter the CIP or leave blank if not known
- Enter the program length in years
- Attach the program requirements

## Certificate Plan Codes



- Enter the first term the code can be used
- Indicate if the program can be completed 100% online (indicates that a subplan is also needed)
  - Indicate if the online program is supported by the Office of Digital Education through their service model



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- ODE-supported programs should be on the admissions application
- Indicate if it should be added to the admissions application
  - Indicate which admissions office maintains your application
- Indicate if the program is offered an off-campus location, and whether a new location needs to be approved
- Indicate that the program is NOT limited to students in the school/college
- Select the plan type
- Enter the name of the program (limited to 30 characters)
- Enter the code you are requesting (if not available, the Registrar's Office will select an available code). See reference below for code structure requirements.
  - "Academic Plan" = Short description code (4 letters) followed by a dash ("-") and code structure according to the type of code being requested (ex. PMBA-MBA is for Master in Public Administration).
  - When a major is offered as multiple degree types, a unique 4-letter code is required for each in order for the degree audit system to work properly (the audit only reads the first 4 letters, and this was by design and applies to all campuses).
  - CSCI-BS and CSCS-BA (Computer Science) is an example of two degree types where the plan has the same name, but one is a Bachelor of Science and the other is a Bachelor of Arts

## Certificate

XXXX-CERN (non-degree grad)

XXXX-CERG (grad)

XXXX-CERU (undergrad)

- Enter the CIP or leave blank if not known
- Enter the program length in years
- Attach the program requirements

## **Subplan Codes (emphasis, concentration, track, specialization)**

- Must be tied to a plan code.
- Must indicate if the subplan affects cost, how tuition is assessed, or financial aid
- Enter the code you are requesting (if not available, the Registrar's Office will select an available code). See reference below for code structure requirements.
  - Subplan = Short description code (3 letters, or 3 letters followed by "\_ONLINE", "\_XXXXXX for dual majors)

### BA/BS Dual

- Code is always BBD\_[XXXXXX] (last 6 are used to identify majors)
- Description is always "BA-BS-Dual"
- Prints on transcripts
- Used for degree audit purposes

### 4+1 Subplans

- Code is always BMA or BMA\_ONLINE
  - If you need a different code for your 4+1, provide additional information in the comments
- Subplan Name/Description only appears in CU-SIS. Is always "BA/BS to Masters"



- Never prints on transcripts

#### Online Subplans

- If you are requesting a way to identify an existing subplan as an online option
  - Request a subplan code that uses the existing on-campus code followed by ‘\_ONLINE’  
Example XXX\_ONLINE
  - Subplan Name/Description and transcript text should match the on-campus code.
- If you are requesting a way to identify a major, minor, licensure, certificate, endorsement, or dual-degree as an online option
  - Request the subplan code ‘ONLINE’
  - Description is always “Online Degree”
  - Will not print on transcript

#### Other population tracking (only for programs offered through CU-SIS)

- Enter the desired 3-letter code
  - If requested code isn’t available, the Registrar’s Office will choose a code
- Subplan Name/Description only appears in CU-SIS and is limited to 30 characters.
- If the code is associated with unique academic requirements and you would like it reflected on the transcript after students graduate, enter the transcript text

### **Subject/Prefix Code**

Subject areas are the specific areas of instruction in which courses are offered within academic organizations. For example, when a course is identified as MATH 1000, math is the subject area. Subject areas are tied to the academic organization (department or school/college). Subject areas are tied to courses.

- Subject/Prefix Code = 4 letters
- Enter the full description for the Course Prefix/Subject Code (limit to 50 characters). Example: Ethnic Studies
- Enter the department the code belongs to
- Indicate if the code is replacing another existing code (this will also mean curriculum updates are required, which is a separate process)

### **Updating a code or code description**

This option is rarely able to be used. Changes are usually required through a new code and inactivation of the prior code. Check with [cusisdev@ucdenver.edu](mailto:cusisdev@ucdenver.edu) if you have questions.

- Minor grammatical corrections are usually fine.
- Significant changes to the name of a program require discontinuation of the existing code and creation of a new code. If the existing code appears on any student record, a new code is required.

### **Deactivating a code**

If there are active students with the code on the program/plan stack, the code will remain active until there are no longer any active students with the code. A “last admit term” will be added, but this will not prevent the code from



being used. Codes are no longer usable when deactivated. Check with [cusisdev@ucdenver.edu](mailto:cusisdev@ucdenver.edu) if you have questions.

- Enter the last term the code will be used
- If the code was used on admissions applications, let us know so it can be removed from the application
- Enter the code
- Enter the description for the code (example, if code is ENGL-BA, the description is “English”)
- For subject/prefix, enter the department or school/college the code belongs to

### Troubleshooting & Points of Contact

Contact Name	Title	Email
Allison Diekhoff	Associate Registrar	<a href="mailto:Allison.Diekhoff@ucdenver.edu">Allison.Diekhoff@ucdenver.edu</a>
CU-SIS Dev Team	Team Inbox	<a href="mailto:CUSISDev@ucdenver.edu">CUSISDev@ucdenver.edu</a>

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