

The University of Memphis

CURRICULAR PROCEDURES HANDBOOK

Revised Fall 2004

ACADEMIC AFFAIRS

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OVERVIEW

Consideration of curricular requests at the University level ordinarily takes place once a year so that the requests may be reviewed in relation to each other and from the perspective of University programs as a whole. The procedures, formats, and summaries direct attention to the details and consistency that are necessary for such planning. The *Handbook* does not address the philosophy of curriculum but the process employed to gain approval of the curriculum.

Consultation with Academic Affairs staff early in the planning process for new programs will expedite that process:

- For assistance with undergraduate curriculum and programs, contact the Associate Director of Curriculum Planning (4715).
- For assistance with Program proposals contact the Director of Academic Programs (2156).
- For assistance with graduate curriculum contact the Assistant Vice Provost for Graduate Studies (4653).

Undergraduate requests are submitted to the Associate Director of Curriculum Planning for processing, and graduate requests to the Assistant Vice Provost for Graduate Studies. Familiarity with the *Handbook* should assist curriculum committees at both levels in the preparation of curricular requests in a manner that will facilitate the review process.

IMPORTANT LINKS

The University of Memphis Policy relating to Curriculum Development and Revision:

<http://policies.memphis.edu/UM1279.htm>

Hegis Taxonomy:

<http://academics.memphis.edu/currplan/hegis.pdf>

Tennessee Board of Regents Policies and Academic Proposal Formats:

http://www.tbr.state.tn.us/policies_guidelines/

Tennessee Higher Education Policy Manual

http://www.state.tn.us/thec/2004web/division_pages/lra_pages/policies/policies.html

THE UNIVERSITY OF MEMPHIS LEVELS OF CURRICULAR APPROVAL

UNDERGRADUATE

Departmental
Curriculum Committee

Department Chair

College Curriculum
Committee

College Dean

University
Undergraduate Curriculum
Committee

Vice Provost for
Academic Affairs

GRADUATE

Departmental
Curriculum Committee

Department Chair

College Graduate
Council

College Dean

University Council for
Graduate Studies and
Research

Assistant Vice Provost
for Graduate Studies

NOTE: For substantive program revisions and new program proposals, the approval process continues as follows:

Provost

President

Tennessee Board of Regents (TBR)

Tennessee Higher Education Commission (THEC)

ACADEMIC PROGRAM PROPOSALS

SUBJECT: Submitting Proposals for New Academic Programs, and for Modifications of Existing Academic Programs and Units

I. DEVELOPING ACADEMIC PROPOSALS

A. LETTERS OF INTENT: Submitting a Letter of Intent is the first step for any program proposal that requires approval from both TBR and THEC (See THEC policy A1:0 and A1:1). The Letters of Intent must include the following information:

1. A brief description of the nature, purpose, and scope of the proposed action.
2. The projected date for submission of the full proposal and the target date for Board approval.
3. The projected date for implementation of the proposed program.
4. A statement of the total estimated cost for the first year of the program and the anticipated source of funding that will support the program over a long-term period.

In addition to the above requirements, all TBR institutions in Middle Tennessee (community colleges and universities) must include a statement in the Letter of Intent of how the institution will conduct a desegregation impact analysis and ensure that the proposed program will be in compliance with the Consent Decree (Section V). The results of the impact analysis must be provided in the proposal.

Once written approval to proceed has been received by the President, the institution can then develop the proposal. A copy of the approval letter can serve as a cover letter for the proposal when it is submitted.

B. PROPOSAL FORMS

The following forms have been developed to assist the institution and to assure that the Board has the information it needs to review a proposal properly. The response should be tailored to meet the particular needs of the action being proposed. If an area is not applicable the response can be "NA." Listed below are the various actions that require approval of the Board or the Chancellor and the particular form that should be used for each.

FORMS IDENTIFICATION

The following forms are available on the TBR Academic Affairs webpage for “Publications and Forms” (http://www.tbr.state.tn.us/academic_affairs/aapub.htm).

1. COVER – Required for all proposals. This provides the President’s signature indicating that the proposal is supported and has been approved through the institution’s curriculum review process.
2. SUM (Summary) – Required for all proposals. The summary should be no more than two (2) pages, excluding attachments.
3. PS (Program Structure)
4. PJ (Performance and Justification)
5. SE (Student Enrollment Projections)
6. FP (Financial Projections)
7. CL (Collaborative Programs)
8. PC (Program Change or Creation of a new academic unit)
9. OCS (Extension of an existing degree program to an Off Campus Site)

PROPOSED ACTION AND REQUIRED FORMS

(Add Form CL for all proposed collaborative programs.)

Establish a New Academic Degree: COVER, SUM, PS, PJ, SE, FP

Establish a New Certificate Program: COVER, SUM, PS, PJ, SE, FP

Establish a New Concentration: COVER, SUM, PS, PJ, SE, FP

Consolidate an Existing Academic Program: COVER, SUM, PC

Substantive Curriculum Modification: COVER, SUM, PC (affecting 18 credit hours or more or to increase required hours for a degree that results in more than 60/120)

Termination, Inactivation, or Reactivation: COVER, SUM, PC

Extending an Academic Degree to an Off-Campus Site: COVER, SUM, OCS (Also include forms PJ, SE, and FP if new costs are created by the extension.)

Reorganization resulting in a new academic unit (i.e., department, school, on campus center, institute, or college) COVER, SUM, PC (If new costs are anticipated, the FP form must also be submitted.)

COURSE RELATED TERMINOLOGY AND EXPLANATIONS

Course Subject Area and ID Code

The COURSE SUBJECT AREA is the alpha identification (normally four letters, *e.g.*, ANTH) assigned to a course to indicate the department or course content area within a department. The SUBJECT AREA codes are assigned as approved. Requests for additional codes or changes in codes must be made through the normal curricular process. Once they are approved, Curriculum Planning, the Graduate School, the Registrar, and Computer Systems staff coordinate the final assignment of the SUBJECT AREA code.

Course Number and Level

The first digit of a course number indicates the classification of the student for which the course is normally intended:

0001-0999	Courses for which the credit does not apply toward minimum degree requirements or for which credit is restricted
1000-1999	Lower Division (Level 1*) courses primarily for freshmen
2000-2999	Lower Division (Level 1*) courses primarily for sophomores
3000-3999	Upper Division (Level 2) courses primarily for juniors
4000-4999	Upper Division (Level 2) course primarily for seniors. (May have 6000 level cognate)
6000-6999	Undergraduate courses with 4000 level cognates for which a limited amount of graduate credit may be earned by those graduate students who do more in-depth work or perform at a higher level, or both. The course title, description, etc., must be identical to those of the 4000 level. The 6000 level curricular requests must be submitted at <i>both</i> the graduate and undergraduate levels. All courses at or above the 6000 level must be taught by members of the graduate faculty.
7000-7999	Master's (Level 3) courses. (May have 8000 level cognate)
8000-8999	Doctoral (Level 4) courses. (May have 7000 level cognate)
9000	Doctoral dissertation (Level 4)
Law	Professional (Level 5)

*See the TBR Articulation Policy for criteria that pertain to the lower division level course number assignment.

NEW COURSE NUMBER OR CHANGE OF COURSE NUMBER: In addition to the above considerations in the assignment of a course number, a new course number may not be the same as that of an existing course or of a course which has existed in the past. When a course number is changed, the former number must be indicated in parentheses following the course title.

CRPL 1002. Course Planning. (3). (1000).

The curricular request for the change in course number must indicate the places in the *Bulletin*, such as course prerequisites, degree, major, minor, or concentration requirements, etc., that will be affected by the change.

Course Title

COURSE TITLES should be concise and indicative of course content. Course titles are abbreviated to a maximum of twenty-three characters for use on transcripts, in SIS, and the online class listing.

Course Credit Hours

The CREDIT HOUR is the unit by which course work is measured at the University. The value is usually determined by the number of hours per week in class. A minimum of 750 contact minutes is required for each semester hour's credit (2250 for a three-hour course). The credit available for each course is stated after the course title in the *Bulletin* and changes must be proposed through the regular curricular revision procedure. The assignment of appropriate credit hours has both academic and funding implications.

From the student's perspective, the semester hour is defined as the credit earned for the successful completion of one hour per week in class for one semester, or for two hours per week of laboratory for one semester. A three credit hour course normally meets for three lecture hours or for two lecture hours and two laboratory hours per week. Each lecture hour presupposes a minimum of two hours of preparation on the part of the student.

FIXED CREDIT: The credit for most courses does not vary from section to section or term to term. The most common number of credit hours for lecture courses is three, and for the combination of lecture and laboratory is four; however, there is currently a range of 1-12 hours per course. In the *Bulletin*, the number of course credit hours is enclosed in parentheses immediately following the course title:

CRPL 1001. Curriculum Planning I. (4).

VARIABLE CREDIT: The content of some courses is organized in such a manner as to permit individual segments or combinations of segments to be taught for varying amounts of credit. In the *Bulletin*, the range is enclosed in parentheses immediately following the course title:

CRPL 1002. Curriculum Planning II. (1-3).

In SIS, there is a separate listing for each authorized number of credit hours:

- CRPL 1002 01.00 Curriculum Planning II**
- CRPL 1002 02.00 Curriculum Planning II**
- CRPL 1002 03.00 Curriculum Planning II**

In the *online class listing*, a separate listing is required for each different number of credit hours offered, but only the one(s) being offered that particular term is listed.

REPEATABILITY FOR CREDIT: Courses that have been approved to be repeated for credit (fixed or varied) must include in the *Bulletin* course description a statement indicating that they may be repeated, the conditions/requirements for repeating the course, and the maximum amount of credit permitted:

“...With permission of chair, may be repeated for a maximum of 6 hours credit.”

LECTURE/LABORATORY DISTRIBUTION: If laboratory, clinical, etc. hours comprise part of the course requirements, the distribution of time must be stated in the *Bulletin* course description:

“...Two lecture hours, two laboratory hours per week.”

In SIS and in the *online class listing*, the lecture and laboratory components of the same course are listed separately:

CRPL 1001 (4), Curriculum Planning I
CRPL 1001 (0) Curriculum Planning I Lab

If the laboratory course is separate from the lecture course but both are required to be taken concurrently, then each must be listed as a corequisite of the other. If the two are separate and a passing grade is required in both in order to receive credit, then a statement to that effect must be included in the description of both:

SCIN 2001. Science. (3). Survey of Passing grade required in SCIN 2002 in order to receive credit for 2001. **COREQUISITE:** SCIN 2002.

SCIN 2002. Science Laboratory. (1) Passing grade required in 2001 in order to receive credit for SCIN 2002. **COREQUISITE:** SCIN 2001.

CHANGES IN COURSE CREDIT HOURS: Requests for a change in the number of credit hours assigned to a course must observe the required minimum for contact minutes and must indicate associated changes in degree, major, minor, concentration, etc., requirements.

Course Description

If the course title is sufficiently indicative of course content, no description is necessary. Course descriptions should clearly highlight course content. The entire description, including notes, may not exceed 50 words (This limit does not include prerequisites, lecture/laboratory distribution, etc.). Complete sentences are not necessary, but there should be consistency within the particular course description and among course descriptions in the same department. Phrases which merely repeat the course title will be eliminated.

The following TBR policy statement MUST be observed: *“All course descriptions should clearly and accurately describe the contents of courses and should NOT contain any representations of the result to be expected from enrollment in the courses.”*

For any course change, check for impact on other course prerequisites, degree, major, minor, and concentration requirements, etc.

Prerequisites/Corequisites

Course PREREQUISITES and COREQUISITES must be included at the end of the description. Determination of course prerequisites and corequisites is based upon academic content, not staffing and scheduling. If the knowledge from one course is essential for successful performance in another course, the first course must be listed as a prerequisite for the second:

CRPL 4021. Program Planning. (3). Preparation of ...PREREQUISITE: CRPL 3005.

When there is a common prerequisite for all courses at the upper division level in a department, then a general statement should be used at the beginning of the course description listing rather than including the prerequisite with each course:

In addition to specific course prerequisites, CRPL 2250 is a prerequisite for all upper division courses in the Department of Curriculum Planning.

If courses required for degrees, majors, etc. have prerequisites, the prerequisites must be included as part of the description for the requirements of the degree, major, etc.

If the academic content of two or more courses dictates that they be taken concurrently, then each must be listed as a corequisite for the other:

CRPL 3006. Course Development. (3). Curriculum committee ... COREQUISITE: CRPL 3004.

CRPL 3004. Curricular Procedures. (1). Using ... COREQUISITE: CRPL 3006.

Cross Listing Courses

Courses may be cross listed when the content of a course or the faculty expertise in one department is appropriate for another department or for accreditation or other reasons. The course titles and descriptions and, where possible the course numbers, must be identical. When courses are cross listed, each course is to indicate the cross listing in the course description with the notation “(Same as)” following the course title and credit:

CRPL 3007. Curriculum Planning. (3). (Same as CIED 3007). Development of ...

CIED 3007. Curriculum Planning. (3). (Same as CRPL 3007). Development of ...

Elements of Course Description

¹ANTH²4002-³6002.⁴Museum Operation. ⁵(3).⁶(3050). ⁷(Same as ANTH 4002). ⁸Basic aspects of museum organization, management, exhibit planning and execution, and maintenance of collections and records. ⁹Two lecture/two laboratory hours per week. ¹⁰PREREQUISITE: ART 3090. ¹¹COREREQUISITE: ART 4001. ¹²[G] ¹³(S/U)

CRPL 7996. Thesis. (3). ¹³(S/U)

¹ Subject Area

² Course number/level

³ 6000 level cognate

⁴ Course title

⁵ Credit hours

⁶ Former course number

⁷ Cross listing

⁸ Course description

⁹ Lecture/laboratory description

¹⁰ Prerequisite

¹¹ Corequisite

¹² General Education Program designation*

¹³ Special grading

* [G] = General Education Program; [C] = Computation Intensive; [I] = Integrative; [W] = Writing Intensive

Course Close Out

When courses are no longer appropriate or needed for the department's programs or when there is no enrollment or faculty expertise available, a request should be made to close out the course from the *Bulletin*. Other references to this course, such as prerequisite, etc., should also be deleted from the *Bulletin* copy. In SIS the course will be inactivated as of the summer after approval. See also *Course Retention* below.

Course Retention

If a course has not been taught during the time specified in the curricular cycle (four years for undergraduate courses and six years for graduate courses), the appropriate department will be notified to decide whether it should be retained or closed out in the course inventory and *Bulletin*. A list of courses not taught in the specific time will be sent to the departments. The departments request deletion or retention through the normal curricular revision procedures.

Special Grading

If a grading system other than A-F is to be used for a course, the request to do so must be included as part of the curricular request when initiating a new course and can only be changed from the standard grading system for an existing course through the regular curricular procedures. A special notation of the special grading must be included in the course description. In the absence of such a notation, the Registrars Office will not accept any grades other than those in the standard A-F system. At the undergraduate level, special grading (S, U, IP) is limited to such courses as practice teaching, internships, workshops, a few special problems courses, etc. At the graduate level, special grading is used for the same types of courses as well as practicums, theses, dissertations, etc.:

CRPL 7996. Thesis. (1-6). Research and ... (S/U)

REPEATABILITY TO IMPROVE COURSE GRADE: Students may repeat most courses in order to improve a former grade. In the few cases where they may not (Special Topics, individual study, etc. where the content varies from semester to semester), a notation to that effect must be included with the course description:

CRPL 4991. Independent Study. (1-3). Individual research and ... *This course may not be repeated for the purpose of improving a previous grade.*

Special Topics

SPECIAL TOPICS are temporary courses usually offered once but which may be taught a maximum of three times. When a Special Topics course has been taught three times and will be taught on a regular basis, for example, every summer, it is suggested that the department proposed it as a regular course. Because Special Topics are temporary, they remain in SIS only one semester. They usually fall into one of the following four categories:

- Introduction of content considered new or divergent from the regular departmental curriculum and approved and listed in the undergraduate or graduate *Bulletin*.
- One-time offering for a specific population with unique educational requirements.
- Trial offering for potential regular course in the curriculum
- One-time enhancement to the curriculum through an offering by a visiting professor, lecturer, etc. with expertise not usually available.

Specific Special Topics titles do not appear in the *Bulletin*. Instead, the generic title with the approved range of numbers is listed:

CPRL 4950-4559. Special Topics in ... (3). Current topics in areas of ... When the topic varies, may be repeated for a maximum of six semester hours credit. See *the online class listing* for specific topic. PREREQUISITE: permission of department chair.

Specific titles of approved topics will appear in the *online class listing*, on class rolls, and on transcripts.

SPECIAL TOPICS NUMBERS AND TITLES: For each different title requested, a different number from the approved range must be used. Similarly, when a particular topic is repeated, the original number used for that title must be used again. Questions about selection of associated numbers and titles may be directed to the Associate Director of Curriculum Planning (4715). A list of formerly used numbers and titles may be seen on screen 128 of SIS when the subject area and first two digits of the course number are entered in the blank beside “COURSE.”

ABBREVIATED SCHEDULE FOR SPECIAL TOPICS: A notation must be made for any offering made for dates other than the established semester calendar for the particular term. All courses must meet the minimum requirement of 750 contact minutes per credit hour, and each class must be scheduled for at least one week per credit hour.

REQUIRED APPROVALS FOR SPECIAL TOPICS: In order to expedite the approval process, requests are not included in the usual curricular procedures calendar. Requests should be made far enough in advance to permit approval prior to submission of the schedules for each term. Each college has its own procedure for approval of individual topics; however, the University requires the approval of the department chair and the college dean for undergraduate and graduate requests and the additional approval of the college director of graduate studies for graduate requests.

After all of these signatures are on the Special Topics Request form, *both undergraduate and graduate requests* are forwarded to the Associate Director of Curriculum Planning who approves the Special Topics request.

SPECIAL TOPICS REQUEST FORM: Blank Special Topics Request forms may be obtained from the Curriculum Planning website. Complete and accurate course information as requested on the form will avoid delays in the approval process (subject area, course number, credit, taxonomy, mode, 23-character title abbreviation with no periods, term to be offered, etc.). The Associate Director of Curriculum Planning will load the courses to SIS. Departments will be notified of authorizations and final approvals.

COURSE SYLLABUS FOR SPECIAL TOPICS: A course syllabus must be included with each request — whether or not the topic has been offered previously. Syllabi for the 6000 level of 4000/6000 cognates must include the additional requirements for graduate credit.

Off-Campus Courses

Departments wishing to offer classes off-campus should submit a request to the Vice Provost for Extended Programs in memorandum format.

Program Terminology and Structure Outline

University Degree Requirements are those courses or hours required of every UofM graduate, also include admissions, Q.P.A., residence, retention, and testing requirements. There are no specific course requirements for graduate degrees at the University level.

Effective Fall 2004, each institution in the State University and Community College System of the Tennessee Board of Regents will share a common lower-division general education core curriculum of forty-one (41) semester hours for the baccalaureate degrees and the Associate of Arts and the Associate of Science degrees.

UNIVERSITY GENERAL EDUCATION PROGRAM: Specific courses within the following subject categories are listed in the current *Undergraduate Bulletin* in “Graduation from the University” and in specific college degree requirements.

Communication	9 hours**
Humanities and/or Fine Arts (at least one course must be in literature)	9 hours
Social/Behavioral Sciences	6 hours
History	6 hours***
Natural Science	8 hours
Mathematics	3 hours
Total	41 hours

Plus:

- **Computation Intensive (one upper division course)**
- **Integrative (one upper division course)**
- **Writing Intensive (one upper division course)**

Foreign language courses are an additional requirement for the Bachelor of Arts (B.A.) degrees. This degree requires proficiency in a foreign language equivalent to completion of two years of college-level work.

**Six hours of English Composition and three hours in English oral presentational communication are required.

***Students who plan to transfer to Tennessee Board of Regents universities should take six hours of United States History (three hours of Tennessee History may substitute). Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements and take the appropriate courses.

College Degree Requirements

All courses/hours required of every graduate earning a particular degree through the college includes University requirements, though individual programs may be more specific where University requirements permit choices. There must be an identifiable set of requirements that differentiates one degree from another. All course prerequisites and any special admissions, Q.P.A., residence, or retention requirements or special limitations pertaining to academic regulations that are different from or in addition to University requirements must be included in proposals and specified in the *Bulletin*. Only those requirements specified in the *Bulletin* are applicable.

MAJOR REQUIREMENTS: There must be an identifiable set of requirements, including a specified sequence of courses, which differentiates this major from others. There must be a major *core*, a *minimum* of six - nine semester hours, that all students in the major must take, exclusive of major courses that may also be included in the degree requirements. All of those courses/hours (excluding University and college degree requirements, except where specifying electives or choices) required of every graduate with the major must include course prerequisites, any special admission, Q.P.A., residence, or retention requirements, special limitations, etc., *not* included in University and/or college degree requirements.

Concentration Requirements

A concentration is an area of specialization within the major. There must be an identifiable set of requirements, including at least nine hours that are different from the course requirements for any other concentration, which differentiates the concentration from others. It is not required that programs include concentrations; however, if this level of specialization is desired, then each must be sufficiently different from the other to justify a separate title.

Minor Requirements

Minors are not required. The minimum number of hours required for a minor is eighteen unless some of the hours in the specialization are included in the student's degree requirements as well. There must be a least six hours at the upper division level.

Program Requirements

A. University minimum

Bachelor's Degree - 120 hours

Master's Degree - 30 -36 hours

Doctoral Degree - 72 hours beyond the Bachelor's degree

B. College minimum

Varies by college

C. Major

Undergraduate, 24 - 30 hours, including concentration

D. Concentration

9 - 15 hours

E. Minor

18 hours

FORMATS AND INSTRUCTIONS

Curricular Revision Form

The UofM *Curricular Revision Forms* are used for submission of all *Bulletin* and curricular changes. Forms should be prepared by the requesting department. Indicate clearly (typed) all proposed changes. Forms and directions can be found at the Curriculum Planning website:

<http://academics.memphis.edu/aa/currplan.htm>

Curricular requests are reviewed for approval by the various committees in each college, the appropriate department chair, and the college dean prior to submission to the Associate Director of Curriculum Planning for undergraduate curricular revisions, and the Assistant Vice Provost for Graduate Studies for graduate curricular revisions.

Curriculum Requests Cover Sheet

The purpose of this form is to provide a summary of the number and types of changes being requested by each department and a brief explanation of how these changes fit into the academic program and curricular plans of the department. The form and directions can be found at the Curriculum Planning website:

<http://academics.memphis.edu/aa/cover.htm>

DENIED REQUESTS: Items not approved at a lower level of review are so marked on the *Curricular Revision Forms* and the *Curriculum Requests Cover Sheet*. Denied requests may be withdrawn by the department or forwarded and appealed to a higher review committee, ending with the University Undergraduate Curriculum Committee or the University Council for Graduate Studies and Research. An explanation may also be attached.

HEGIS (IPEDS) Taxonomy

The HEGIS TAXONOMY is a four digit numbering system for classifying courses and programs by discipline. When requesting a new course, include at the end of the course description on the *Curricular Revision Form* the appropriate taxonomy as listed on the website: <http://www.people.memphis.edu/~genedprog/tax.htm>. The taxonomy and instructional medium (mode) are required before the course may be entered in the Course Master of the *Bulletin*. They are also required on Special Topics requests.

Instructional Medium (Mode)

The MEDIUM or MODE of Instruction must be assigned to a course by the department. This mode identifies the PRIMARY method of delivery and has implications for enrollment and course retention as well as for state level review of funding and staffing. It must be included at the end of the course description in the request for a new course or for course number, title, or credit changes. The following are official instructional method designations and explanations provided by TBR:

1. CONVENTIONAL METHODOLOGY:

This code should be used for course sections which are taught in the most conventional “chalk and talk” way. Sections which are generally considered group instruction either for lecture, discussion group and/or other traditional instructional medium should be coded Medium Code 1. *Physical education activities, science laboratory, and Remedial and Developmental sections will be included in this category.*

2. TELEVISION: This method of instruction code should be used for course sections which are taught in a conventional way but which are supported with television instruction. *This is not the code to use for individualized TV instruction or extension home instruction on a large scale basis.* Where television is used in a group setting as a supplement to the general conventional methodology, this code would apply.

3. COMPUTER: This instructional medium code should be assigned to course sections which are taught with a traditional instructional methodology but which use a computer as a support to the instructional program. Students in basic, intermediate and advanced programming, would use the computer to test their programs and to identify problems with their output. Also included would be courses in systems analysis and operating systems. This type of computer support to traditional mediums of instruction is what is referred to in this instructional medium code. Problem solving courses in which the student learns to use the computer as a tool or aid in task accomplishment, using a preprogrammed package in math or statistics, writing a program to solve a problem in physics are examples of courses which would also be included. Computer based instruction which is programmed and packaged in a self-paced instructional mode is **NOT** considered for medium code 3 - it should be reported under medium 4.

4. SELF-INSTRUCTIONAL MEDIA: Code 4 should be used for course sections which are primarily *self-instructional, self-paced methods of instruction*. Generally speaking, courses which fall into this medium of instruction would be *computer assisted, computer managed, or other non-traditional audio-visual instructional medium courses*. **REFER TO CODES A-L PRIOR TO USING THIS CODE.**

5. STUDENT AND FIELD SUPERVISION: This medium of instruction should apply to internships, cooperative experiences, field experience, intern teaching or student teaching type courses.

6. THESIS: This instructional medium code should be assigned to both masters and specialists thesis-type courses.

7. DISSERTATION: This instructional medium code should be assigned to specific courses which are, in fact dissertation courses. This code should be used for only doctoral level courses which are designated as dissertation.

8. INDEPENDENT STUDY: This instructional medium code should be assigned to courses which are designated as independent study basis. **It is understood that a number of what would normally be considered conventional methodology courses can, in fact, be taken by one or two students on an independent study basis in order to alleviate specific problems of scheduling. In instances of this type, the specific section(s) should be coded independent study when they are loaded to the *Schedule of Classes*.**

9. OTHER NON-CONVENTIONAL MEDIA: This code should be used in circumstances where courses do not fit any of the above mediums of instruction. This would include *studio art and applied music*.

THE FOLLOWING ARE MODES ADDED IN 1995-96. THEY HAVE BEEN ASSIGNED ALPHA CHARACTERS INSTEAD OF NUMBERS.

A. MODEM: This code should be assigned to courses that are delivered by accessing the Institutions' computer using a dial-up modem. Exclude courses using Internet/commercial on-line servers.

B. INTERNET/ON-LINE SERVICE: This code should be assigned to courses where access to the course is through Internet or a commercial on-line service computer, internet and/or commercial vendor (IE, CompuServe, AOL, etc.). Provides the main connection and/or computer containing the course.

C. E-MAIL: This medium should be assigned to courses using electronic mail (E-Mail) as the primary means of instructional delivery.

D. VIDEO TAPE TELECOURSES: This instructional medium code should be assigned to course sections which are taught by video tape. The students "check out" video tapes and view them at their leisure.

E. PUBLIC BROADCAST: This code should be used for course sections taught on educational television. This should be used for TV instruction or extension home instruction.

F. AUDIO TAPE: This medium should be assigned to courses which are taught by audio tape. The students "check out" audio tapes and listen to them at their leisure.

G. COMPUTER BASED INTERACTIVE MULTIMEDIA: This code should be assigned to course sections using interactive computer software as the means by which to deliver instruction. The student completes computer “packages” in order to progress through the course. Participants may communicate with each other. For example, PLATO.

H. VIDEO DISC: This medium code should be assigned to courses using video disc to deliver instruction. The student completes computer “packages” in order to progress. Participants may not interact with each other.

I. ONE-WAY VIDEO AND AUDIO: This medium code should be assigned to course sections where the material is broadcast to other site(s). The course typically is broadcast from an on-campus facility and received at an off-campus site. Students located at the off-campus site cannot be seen or heard by persons at the site of the origination.

J. ONE-WAY VIDEO, TWO-WAY AUDIO: This code should be assigned to courses where the material is broadcast to another site(s). Students at all sites can hear each other but cannot see each other.

K. TWO-WAY VIDEO AND AUDIO: This code should be assigned to course sections where the course is broadcast to other locations. Students can see and hear each other.

L. DESKTOP VIDEO CONFERENCES: This medium code should be assigned to course sections where the course is delivered by using a computer which permits students and/or faculty to see and hear each other.

M. CLINICAL: This code should be assigned to course sections meeting at a clinical site, such as a hospital. It should NOT be used for LABS. This will enable clinical hours to be distinguished from lab hours for THEC formula purposes.

∨ HEGIS Taxonomy refers to course *content*.

∨ Instructional Medium or Mode refers to *primary method of delivery*.