



POLICY TITLE
Program and Course Classifications

POLICY NUMBER
1-4135

Responsible Office: <i>Academics and Workforce</i>	Effective Date: <i>12/18/2023</i>
Responsible Official: <i>Provost/Vice Chancellor for Workforce and Student Development</i>	Last Reviewed Date: <i>11/15/2023</i>
Policy Classification: <i>Academics, Workforce and Student Development</i>	Origination Date: <i>05/09/2011</i>

I. POLICY STATEMENT

All programs offered by Baton Rouge Community College (BRCC) shall bear a Classification of Instructional Programs (CIP) designation (CIP code) corresponding to current CIP categories published by the National Center for Education Statistics (NCES) and appropriate for reporting to the Integrated Postsecondary Education Data System (IPEDS).

In addition, BRCC supports a system of common course numbers, course content, and course completion competencies. Course characteristics are defined in the course Master Syllabus. All courses offered by BRCC shall bear a CIP code appropriate for its content as well as for the program(s) the course supports. All BRCC for-credit courses have four digits, with the first digit identifying the course level: co-requisite courses required with college mathematics, and English Composition I begin with “0”; first-year courses begin with “1”; second year courses begin with “2”.

II. POLICY RATIONALE AND SCOPE

Identifying and assigning appropriate CIP codes to educational programs allows accurate reporting to the State and United States Department of Education (USDE). Six-digit CIP codes provide uniformity and clarity typically not achieved with the titles of programs. CIP codes for educational programs facilitate identification of programs at the same or higher award levels in

the state, which helps BRCC students who wish to transfer identify their options and helps BRCC to identify potential partner institutions for developing articulation agreements.

Identifying and assigning appropriate CIP codes to educational courses and the alignment of course and program CIP codes provide evidence of coherence within programs of study, a feature of program content important for compliance with standards of the Southern Association of Colleges and Schools Commission on Colleges.

Uniformity in the development and assignment of numbers to new courses is an important step in the curriculum development process. Adoption of the numbering system established by the Board of Regents for the Louisiana Common Course Catalog and Master Course Articulation Matrix and application of the meaning for each digit provides evidence of coherence in the course numbering system for General Education and major courses required for the completion of BRCC's educational programs. Periodic review of program coherence allows for changing course numbers, as appropriate.

III. POLICY AUDIENCE

Faculty, deans, Registrar, Assistant Vice Chancellor for Academics and Workforce Development, Assistant Vice Chancellor for Student Development, Vice Chancellor for Institutional Effectiveness and Strategic Initiatives, and Chief Academic Officer are all engaged in the development of courses and programs and/or Board of Regents and IPEDS reporting, and thus in the determination and review of CIP codes for programs and courses.

IV. POLICY COMPLIANCE

Including CIP codes for programs is required for approval of curricular actions by the Louisiana Community and Technical College System (LCTCS) Board of Supervisors and the State Board of Regents. CIP codes are required for reporting the number of students completing BRCC's programs to the Board of Regents and to the Federal government (IPEDS). State funding is dependent on the accurate assignment of CIP codes and reporting of program completers. Failure to submit accurate and/or timely reports to IPEDS may result in the imposition of fines and/or sanctions by the USDE.

V. POLICY DEFINITIONS

CIP code: A taxonomic system for identifying postsecondary programs that support the accurate tracking and reporting of fields of study and program completion. 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.

VI. POLICY IMPLEMENTATION PROCEDURES

Programs. CIP designations for programs shall be determined during the curriculum development process and approved by the Dean overseeing faculty teaching the course discipline(s) for the major, the Faculty Senate Committee for Courses and Curricula, and the Chief Academic Officer. CIP codes for new programs must also be approved by the Chancellor prior to submitting to LCTCS for approval and transmittal to the Board of Regents.

Courses. The first digit of a course number represents the intended year for enrollment, with first year courses beginning with “1” and second year courses beginning with “2”. Course numbers beginning with “0” are co-requisite courses supporting college mathematics and English Composition I courses; credits for these courses count toward the determination of a student’s credit hour load but do not count toward completion of any program. The second and third digits uniquely identify a course. For example, the second digit may identify the term in which the course is to be taken, and the third may identify the sequence in which a course is taken within the term. The fourth digit indicates the credit hours earned for successful completion of the course.

VII. POLICY RELATED INFORMATION

Louisiana Community and Technical College System Academic Policy 1.024, Curriculum Development Process and Requests
BRCC Policy 1-7040, Responsibility and Authority of Faculty in Academic and Governance Matters
BRCC Manual for Courses and Curricula

VIII. POLICY EXCEPTION

BRCC courses equivalent to those included in the Louisiana Common Courses Catalog and entered in the Master Course Articulation Matrix should have the same number as the courses in the Catalog and Matrix, even if the first three digits deviate from the numbering system described above. The fourth digit will always indicate the credit hours.

IX. POLICY HISTORY AND REVIEW CYCLE

This new policy supersedes and represents the combination and revision of BRCC’s Academic Affairs Policies 1-4130, Classification of Instructional Programs, and 1-4140, Course Classification. Combining the policies aligns this policy to Academic Policy 1.007, Course and Program Classifications, of the Louisiana Community and Technical College System. It also clarifies the function of CIP codes and the rationale for the College’s course numbering. Like other Academic Affairs policies, this policy is to be reviewed three years from the effective date of this revision. This revision’s effective date is when it is signed by the College’s Chancellor.

X. POLICY URL

This policy may be accessed on the BRCC website at www.mybrcc.edu.

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Dr. Willie Smith, Sr., Ed.D.
Chancellor

12/18/2023

Date
Effective Date of Policy