**General**:

You can use the IUIE to query the table to check to see if this structure exists at other campuses. If so, try to use the same coding whenever possible.

Description fields are generally 30 characters.

Short description fields are generally 10 characters.

**Degrees** (DEGREE\_TBL):

You don’t need to create a new degree code if the degree is already being offered by another campus. The DEGREE\_TBL is not institution specific.

Degree codes for IU begin with ‘I’ and Purdue degrees begin with ‘P.’

The degree type follows the I or P, i.e. IBAXX, IBSXX, IPHDXX, ICRTXX.

The degree codes are sequentially numbered after the I/P and degree type. The number is determined by the previous code created. The DEGREE\_TBL in the IUIE is a resource for you to determine how many of a particular degree code exist.

**Plan** (ACAD\_PLAN\_TBL, child table: ACAD\_PLAN\_OWNER - BL and IN only):

**Acad Career:** (4 characters)

This is not a required field. Plans can either be attached to a career OR a program, but not both. You only need to specify the career if the plan is available to anyone in that career.

**Acad Program**: (5 characters)

The number on a program (EDUC**1**) denotes the level and degree seeking or non-degree status of the program. Some programs have letters instead because they required differentiation from the existing numbered programs.

0 = undergrad non-degree, can be used for certificates not FA eligible on some campuses

1 = undergrad degree seeking

5 = graduate degree seeking

6 = graduate degree seeking awarded by the University Graduate School

9 = graduate non-degree

**Plan Code**: (10 characters)

Plan codes should contain the degree type at the end of the code, i.e. BIOLBS, MATHPHD, NURSMSN, ENTRCRT.

Plan codes that are offered via distance education should contain ‘DE’ (Distance Education) before the degree type, i.e. GENSTDEBGS. This is important for UIRR.

Plan codes that are set up for TSAP (Transfer Single Articulation Pathways) should contain ‘TS’ before the degree type, i.e. INFOTSBS.

Preparation plans should have ‘PR’ or ‘P’ at the end of the code, i.e. AHDTBSPR, PSYBSPR, ENGEDBSEDP.

**Plan Description:** (30 characters)

This is a required field. This is the description that appears in look up tables, like Admissions uses. It may include Online, TSAP, and other plan descriptors.

**IU Description:** (30 characters)

This is a required field. This description is for official and unofficial SR transcripts (portrait layout), enrollment verification and degree verification. It prints on the transcript under “Current Academic Objective.”

**IU Published Description:** (75 characters)

This is not a required field. It may be used for reporting purposes and be more suitable for publication than the other descriptions.

**Transcript description**: (54 characters)

This is not a required field. This description prints on the transcript with the degree when the degree is awarded.

This description usually starts with “Major:” or ”Minor:” with a few exceptions like “Outside Field:” or “Preparation:.”

This description should not have “distance education” in it since these plans should not appear differently on the transcript.

**First term valid**: (4 characters)

This is a required field. This should be the first term students can be admitted to this plan. This will affect which students can be added into the plan on their applications or program/plan stacks.

**Last prospect date/Last admit term**:

These fields are used to stop admission to a plan. This will remove it from the admissions side as of the last admit term, but students currently in the plan can continue and finish. Once all students are out of the system, the plan will be inactivated. If there aren’t any active students in a plan, there’s no point in using these fields and the plan should be inactivated instead.

**Plan owner** (ACAD\_PLAN\_OWNER table):

This is used by Bloomington and IUPUI only to record which academic orgs “own” a plan. An org is specified with a percentage. All owners should total 100%.

**Subplan** (ACAD\_SUBPLN\_TBL):

The subplan codes must be unique even if the subplan is associated with multiple plans. The code usually includes the type of subplan at the end of the code, i.e. ANACTRK, CEUIRSPC, AAHCSICON. You do not have to specify the subplan code on the request form. I can create it based on a combination of the plan code and the area and type of the subplan.

**Subplan type**:

This is a required field. There are several subplan types. There aren’t standard rules for SIS on what constitutes each type, so it’s more about your campus and how you have them defined. The italicized ones are in use at IU.

*Cognate*

*Concentration*

Emphasis

Minor (most IU minors are at the plan level, not the subplan level)

*Option*

*Specialization*

*Track*

**Transcript Level**:

This is a required field. This determines if the subplan prints on the transcript. The official transcript is level ’20.’ If a subplan is set to print on the official transcript the associated plan must also have a transcript description set to print, otherwise the subplan won’t print at all. Subplans that shouldn’t print on the transcript should be set to level ‘0’ (Not Print). Level ‘80’ used to apply to degree progress transcripts that were used by academic advising, but the AAR doesn’t use transcripts like the DPR did, so this value doesn’t have any effect now.

**Last prospect date/Last admit term**:

These fields function the same as they do on the plan table. If Admissions uses subplans on their systems, the values would be removed as of the last admit term and no longer offered to prospects as of the last prospect date.

**Subject** (SUBJECT\_TBL):

New subjects are generally only created when a degree program exists to support that new subject.

**Acad Org**:

The academic org value generally matches the subject and is used for financial purposes. The org determines who receives the money for the class/es in that subject.

**Acad Group**:

This group field is used by CARMin to determine which subjects users can request courses. This sorts subjects under groups (schools).