

## Subject Codes

A subject code is a letter-combination used to designate the area of study in a course. It precedes the course number. For example, the subject code ABM stands for Agribusiness Management (ex: ABM 200).

Subject codes used at Michigan State University are unique to our institution. They are useful for the classification of data, but they are less useful as indicators of course content. Course titles are the best indicators of course content. Therefore, changing or establishing a subject code requires a consideration of academic need.

The implementation of a changed or new subject code has no negative impact on students when its effective date avoids conflicts with enrollment periods and allows time for the updating of all programs for which the specific subject is a catalog-listed requirement.

To change or establish a subject code, the college offering the area of study should send a written request, via its Assistant or Associate Dean, to the University Curriculum Administrator at [ucc@msu.edu](mailto:ucc@msu.edu) for University Committee on Curriculum review. This request should include an academic rationale and a proposed effective term (fall, spring, summer) and year.

- Subject code requests are reviewed by Subcommittee D, the Policy Subcommittee of the University Committee on Curriculum.
- Subcommittee D recommends approval or disapproval to the Vice Provost of Enrollment and Academic Strategic Planning.
- The Vice Provost of Enrollment and Academic Strategic Planning approves or disapproves, and informs the requesting college of the approval or disapproval and the effective date of the request.
- Units whose request is not approved may appeal by providing additional information to Subcommittee D, University Committee on Curriculum.

When all courses with a specific subject code are deleted, the subject code is archived.

Units need to work closely with the University Curriculum Administrator, University Curriculum and Catalog, 517-355-8420 or [ucc@msu.edu](mailto:ucc@msu.edu) to facilitate the subject-code change after receiving notification that their request has been approved.