Program of Study Table (POST)

BACKGROUND

The Program of Study Table (POST) is maintained by the Registrar's office. The term "post" is also used when referring to an individual student's degree/major/certificate program, or program of study. The POST houses all of the University's programs of study effective from 1980 until the present. It also houses a number of programs that were active prior to 1980. 1980 was the first year that student records were available in electronic format. Programs found in the POST with effective dates prior to 1980 are primarily the result of two circumstances: 1) Pre-1980 student records that must be incorporated into the student information system or 2) Re-issuance of diplomas to students who graduated prior to 1980. Programs prior to 1980 often require the historical program of study to be reactivated in the POST. **The POST does not house all of the programs of study offered in the history of USC.** Historical programs are reactivated into the post on an as-needed-basis, usually for the reasons cited previously.

New, revised and terminated programs in the POST are the result of recommendations by the Undergraduate Curriculum Committee (UCC) and the Graduate and Professional Studies Committee (GPSC), with final approval by the Provost. Once the minutes from the committees have been signed by the Provost, they are forwarded to the Degree Progress department, among others. Degree Progress then takes the appropriate action in the POST.

The POST was preceded by another electronic program of study resource, the Key Table, effective from 1980 until approximately 1986. The POST subsumed all of the program entries in the Key Table. As a result, the POST supports discontinued data fields, e.g., NDoc Spec. (see no. 4 below) and programs that violate current rules, e.g., separate POST codes for programs that were essentially the same. The POST currently encompasses degrees, majors, graduate certificates and several administrative programs with no earned objective, e.g., Limited Status students attending as visitors, not admitted to the university. Minors reside in separate table.

POST FIELDS
(See accompanying three pages)

1. POST Number – The numerical value that identifies a particular program of study. The field can contain up to four digits (NNNN). Collectively, POST numbers comprise the POST list. A new program of study receives the last number in the POST list.
2. Program Name – The name of the program that typically describes the Major designation. However, certain programs have names that are more expansive than the Major description. Program names are not necessarily the official program designation. (see #8 Document Title)
3. Major – Official designation of a program. The Major field consists of 4 alpha characters.

4. NDoc Spec – The Non-Document Specialty field is no longer used. In the Key Table it was a field that described a specialization in a major that was not an officially recognized description of the program. It was used primarily in the School of Education.

5. Objective – The Objective indicates the type of degree associated with the *program of study*, e.g., B.A., BS. BFA, M.S., M.A., MFA, Ph.D, Ed.D, etc., as well as Graduate Certificates (GCRT).

6. Assoc Dept – Over the years Associated Department has been used to support several different needs. Originally it was intended only as an informational resource, identifying a department that had some relationship with a major, but did not have primary responsibility for the program. At one point it was used by Admissions in the printing of admission letters. Currently this field facilitates the access and management of the mandatory advisement process. It is also used to identify dual degrees. If a program of study is a dual degree objective, the Associated Dept field contains the DUAL descriptor.

7. Conf Unit - This is the conferring unit that actually awards the degree or certificate, e.g., Graduate School, Marshall School of Business, College of Letters, Arts and Sciences, etc.

8. Document Title – This field displays the exact major and degree description that will appear on a diploma or certificate. This is especially important for programs that utilize an emphasis. Although an emphasis will appear on a transcript (e.g., Aerospace Engineering (Astronautics)), only the major Aerospace Engineering will appear on the diploma, hence the term Document Title.

9. Class – This field stores the possible class levels that can be associated with a particular program. Although a variety of class levels have been utilized over the years, currently only the following are supported in the POST.

U-1 Freshman
U-2 Sophomore
U-3 Junior
U-4 Senior
M Master Student
D Doctoral Student
UV Undergraduate Visitor
GV Graduate Visitor
PF Postdoctoral Fellow

10. Old Keytable – This is a field that was created to display the previous major, degree and school as it appeared in the Key Table. Although the field is no longer supported, the creation of any new POST requires that the major, degree and school are entered into this historical field.

11. CIP - (Classification of Instructional Programs) is taxonomy of academic programs created by the Department of Education. Reports sent from academic institutions to the Department of Education identify their programs using the CIP Code. New programs of study are reviewed by the Office of Budget and Planning and they select and assign the appropriate code. CIP 1990 is a historical field which is not maintained. CIP 2000 is the field that reflects current use CIP codes.

12. Effective Date – This field stores the date of the UCC or UGSC meeting at which the program was recommended for approval. Should questions later arise about a particular program of study, this Effective Date assists the Curriculum Office in quickly accessing the pertinent materials.
13. Termination Date - This is the date of the UCC or UGSC meeting at which the program was recommended for termination. Should questions later arise about the termination of a particular program of study, this date assists the Curriculum Office in quickly accessing the pertinent materials. Departments/schools may not, unilaterally terminate programs of study; the appropriate curriculum committee must review the request to terminate and take official action.
14. Effective Term - This is the term that UCC or UGSC recommended that the program become effective. The year is followed by a term designation that translates as:
    1 – Spring
    2 – Summer
    3 – Fall
15. Termination Term - This is the term that UCC or UGSC recommended that the program end. Typically programs are terminated at the end of the summer term (2), which insures that the program does not appear in the subsequent university catalogue
16. Owner – This indicates the highest level of ownership to which the program reports, usually the school. Often, but not always, this is the same entity as the Conferring Unit. In the case of LAS, the traditional divisions, (Humanities, Social Science & Communication, Natural Sciences & Mathematics, and Other Programs) are used to designate ownership. In the case of dual degrees where ownership is equally shared, reporting, advising and sundry administrative matters dictate that one of the academic units be designated as the owner.
17. Admissions – (page 2) Under the POST field is a restatement from the first page of the Major, NDoc Spec, Objective, Assoc Dept and Conf Unit. Under this information three fields appear that the Office of Admissions maintains. They are:

    Admissions Decision Flag - This field indicates if Admissions can make the admit decision without department participation (code A), or if department participation is necessary (code D).
    Admissions Eligibility – This field indicates if admission to the program can take place through the normal admissions process (code A), or if the program will only accept currently enrolled students who wish to enter the program via a change of Major (a null or blank field).
    Expense Grp - This field provides information regarding the financial level of support required of an international student.
18. GPA Calculation – This field assists the system in directing the g.p.a. calculation for this program of study. The existing values are:
    U Undergraduate
    G Graduate
    L Law
    O Other

D Undergraduate/Graduate

J Law/Graduate

19. Transcript Print – This field either permits or denies the appearance of this program on an academic transcript.

20. Academic Review – This field identifies the type of program in order that the probation/disqualification process can either ignore or calculate status for students in this program. The existing values are:

> F FAP (Freshman Access Program)
> N None U Undergraduate
> G Graduate
> GL Graduate Limited
> UL Undergraduate Limited
> P Pharmacy
> L Law

21. Last Awarded Term – For terminated programs, indicates the last term for which a student currently pursuing the program may earn a degree/certificate.

22. Objective Granted - Indicates whether or not this program can award a degree/certificate. This is especially useful in such programs as Undecided or Undeclared in which the student selects courses based upon an intended bachelor's degree program of study, ultimately declaring a degree granting program of study.

23. University Honors – Indicates whether or not undergraduate students in this program can earn university honors. University honors are:

> Cum Laude
> Magna Cum Laude
> Summa Cum Laude

24. Department Honors – Indicates whether or not undergraduate students in this program can earn department honors. Departments must have received approval from the university Undergraduate Curriculum committee for students in their majors to graduate with departmental honors.

25. Objective Level – Indicates the type of document(s) that this program of study will award. Objectives are:

> UB Undergrad (Bachelors)
> UL Undergrad (Limited)
> UT Undergrad (Teaching Credential)
> UC Undergrad (Certificates)
> UU Undergrad (Undeclared/Undecided)
> GM Graduate (Masters)
> GD Graduate (Doctoral)
> GC Graduate (Certificate)
> GT Graduate (Teaching Credential)
> GL Graduate (Limited)
> GP Graduate (Professional)
> UG Undergraduate/Graduate (Dual Degree)
> GG Graduate/Graduate (Dual Degree)

26. Mandatory Advisement – (page 3) indicates if this program of study has requested that mandatory advisement be required before registration can take place. Program of study owners can specify the effective term to begin enforcement, the term that enforcement should cease, and whether or not mandatory advisement should be enforced during summer terms. The current levels of mandatory advisement that may be enforced are:

    A - All Terms
    B - 1st 24.0 Undergraduate Units Earned
    C - After 60.0 Undergraduate Units Earned
    D - 1st 36.0 Graduate Units Earned

27. Sub-Population Identifier – (Note: this process will be released at the end of Spring 2005 and the field currently appears only on RNR.U.POST and does not yet appear on SIS.D.PROFILE) A number of academic units have developed programs that are unique, but are still housed within a single approved program of study (POST). For example, some programs are only offered at an off-campus site, are offered via distance learning, are offered as part time or evening/weekend programs, etc. The sub population identifier allows academic units to track and identify these unique populations within the same program (POST). Tables that support the sub population identifier as well as access to the process (RNR.U.SPID), are maintained in the Registrar's office. The presence of a sub population identifier for a particular student can be seen in SIS.D.PROFILE, on the second page in the POST history, under the field header "SUB".