

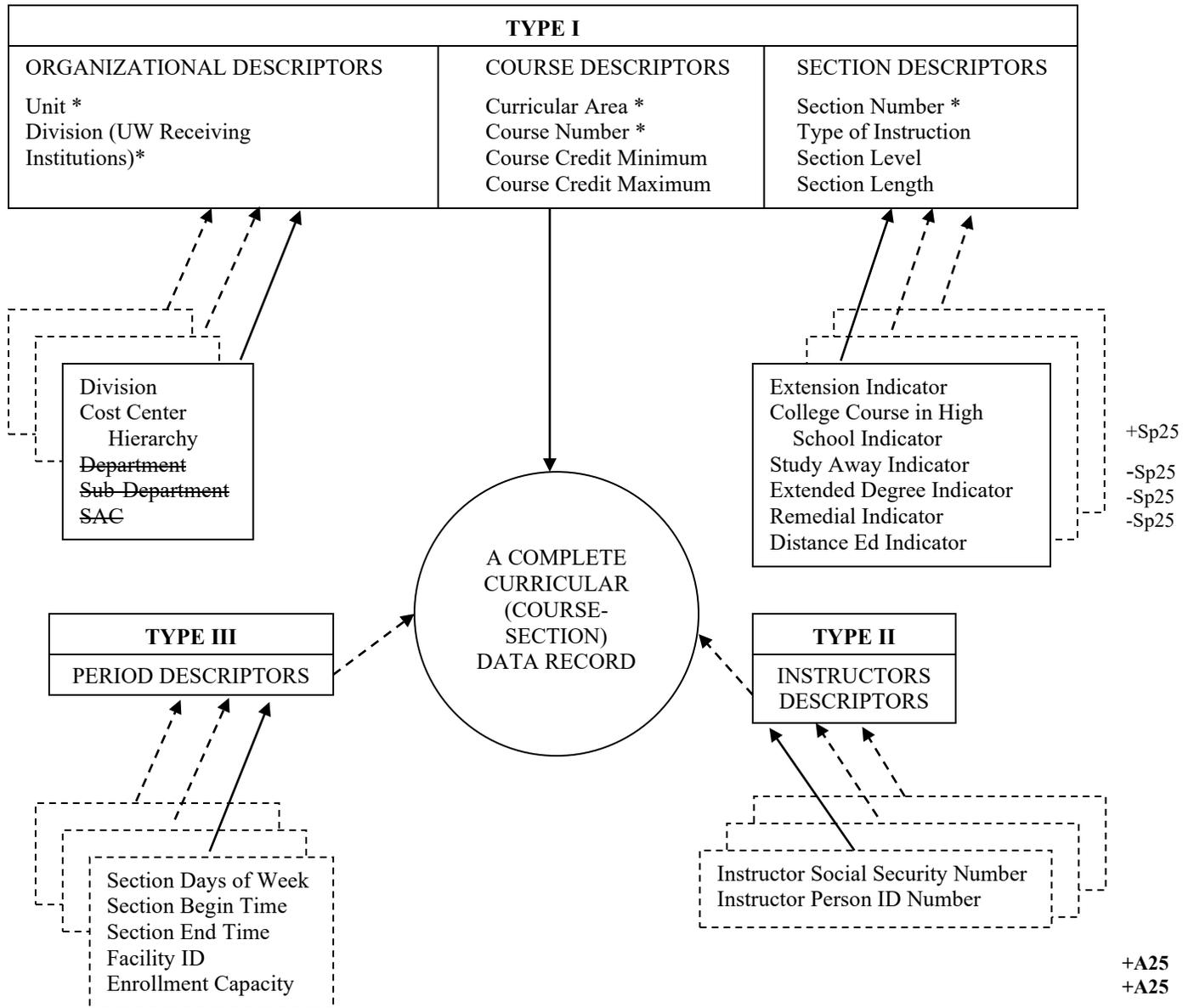
## CURRICULAR DATA AREA

### Overview

The Curricular Data Area identifies and describes elements of data which pertain to course-sections taught within the University of Wisconsin System. Several combinations of these data elements may be used to develop a complete curricular (course-section) data record. Therefore, the data elements have been grouped according to their use into four primary types, i.e., Type I, Type II, and Type III. Page II.B.2 illustrates the way in which these three types can be combined to produce a complete record. Dotted lines on this diagram are to be interpreted as meaning that the elements being referred to are not required for logical record completion. Elements for which multiple occurrences are possible are depicted on the diagram in recurring blocks. Neither the diagram nor the logical listing of data elements is to be construed to imply a physical record layout.

Each complete record identifies and describes a unique course-section. Uniqueness is established by a single combination of four data elements contained within the Type I descriptors, i.e., Unit (including Division for UW Receiving Institutions), Curricular Area, Course Number and Section Number. These four elements are referred to as the entity key. Whenever one of these descriptors changes, another unique course-section is identified. These, along with the remaining Type I descriptors, form the nucleus of a course-section description. The Type I descriptors as a set must be present once within each unique record. Within the Type I descriptors, the combination of Division, Department, and Sub-Department identifies the budgetary unit to which the instructional activities of a course section are credited. A single budgetary unit is usually credited with the instructional activities of all course-sections within a Curricular Area. However, more than one budgetary unit may contribute resources to some or all of the course sections within a Curricular Area. When this situation occurs, the instructional activities of each course-section should be prorated to the contributing budgetary units, i.e., each budgetary unit and the percentage of course-section activity attributable to it should be identified.

Each unique course-section should be further described by the addition of at least one set of Type II descriptors. When two or more instructors share the instructional responsibilities of a unique course-section, the Type II descriptor set must be repeated for each instructor. The Type II descriptors should include at least the instructor social security number/instructor person ID number of the individual(s) who is teaching the course-section. In addition to the Type I and Type II descriptors, selected unique course-sections may require one or more sets of Type III descriptors to produce a complete curricular data record. The Type III descriptors describe the duration of the instructional activities. Type III descriptors are necessary only for course-sections which provide scheduled group instruction and are not identified as fully distance education [group instruction is defined by DE 1100 with values other than Independent Study(I), Field Experience(F), and Extended Degree(E); see DE 1100; fully distance education course sections are identified by DE 1450, with a value of 'T'].



\* Collectively, these elements establish the unique identity KEY

Logical Listing of Curricular Data Elements

<u>Number</u>	<u>Descriptors</u>	
<u>TYPE I</u>		
<u>ORGANIZATIONAL</u>		
1010	Unit	
1020	Division	
<del>1030</del>	<del>Department</del>	-Sp25
1035	Cost Center Hierarchy	+Sp25
<del>1040</del>	<del>Sub-Department</del>	-Sp25
<del>1045</del>	<del>Section Allocation Coefficient (S.A.C.)</del>	-Sp25
<u>COURSE</u>		
1050	Curricular Area	
1060	Course Number	
1070	Course Credit Minimum	
1080	Course Credit Maximum	
<u>SECTION</u>		
1090	Section Number	
1100	Type of Instruction	
1120	Section Level	
1130	Section Length	
1400	Extension Indicator	
1410	College Course in High School Indicator	
1420	Study Away/International Exchange Course Section Indicator	
1430	Extended Degree Indicator	
1440	Remedial Indicator	
1450	Distance Education Indicator	
1500	Course-Section Primary Funding Source	
1801	Cross-Listed Indicator	
<u>TYPE II</u>		
<u>INSTRUCTOR</u>		
1140	Instructor Social Security Number	
1141	Instructor Person ID Number	
<u>TYPE III</u>		
<u>PERIOD</u>		
1170	Section, Days of the Week	
1180	Section Begin Time	
1190	Section End Time	
1230	Facility ID	+A25
1240	Enrollment Capacity	+A25

## Alphabetical Listing of Curricular Data Elements

<u>Descriptors</u>	<u>Number</u>	
College Course in High School Indicator.....	1410	
Cost Center Hierarchy.....	1035	+Sp25
Course Credit Maximum .....	1080	
Course Credit Minimum .....	1070	
Course Number .....	1060	
Course-Section Primary Funding Source .....	1500	
Cross-Listed Indicator.....	1801	
Curricular Area.....	1050	
<del>Department.....</del>	<del>1030</del>	-Sp25
Distance Education Indicator.....	1450	
Division .....	1020	
Extended Degree Indicator .....	1430	
Enrollment Capacity .....	1240	+A25
Extension Indicator .....	1400	
Instructor Person ID Number.....	1141	
Facility ID .....	1240	+A25
Instructor Social Security Number .....	1140	
Remedial Indicator.....	1440	
<del>Section Allocation Coefficient (S.A.C.).....</del>	<del>1045</del>	-Sp25
Section Begin Time.....	1180	
Section, Days of the Week.....	1170	
Section End Time.....	1190	
Section Length .....	1130	
Section Level.....	1120	
Section Number.....	1090	
Study Away/International Exchange Course Section Indicator .....	1420	
<del>Sub Department.....</del>	<del>1040</del>	-Sp25
Type of Instruction.....	1100	
Unit .....	1010	

## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1010  
**NAME:** UNIT  
**DEFINITION:** A code indicating one of the thirteen Universities of Wisconsin institutions.

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### CODING REQUIREMENTS

**LENGTH:** 1 position  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:**

	UNIT	
<u>CODE</u>	<u>ABBR.</u>	<u>INSTITUTION</u>
A	MSN	Madison
B	MIL	Milwaukee
C	EAU	Eau Claire
D	GBY	Green Bay
E	LAC	La Crosse
F	OSH	Oshkosh
G	PKS	Parkside
H	PLT	Platteville
J	RVF	River Falls
K	STP	Stevens Point
L	STO	Stout
M	SUP	Superior
N	WTW	Whitewater

**EXAMPLE:** For UW-Green Bay, the element code is 'D'.

**DEFAULTS:**

**EDITS:** *1010-11 A code 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', or 'N' must be present.*

**NOTES:** *Refer to edit 1981-31, 1981-32, 1986-32, 1987-71, 1990-21, and ~~1991-11~~ in the Curricular Editing Criteria beginning on page III.D.1.*

X

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Fourth week of term  
**DATE ISSUED:** Spring 2025

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## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1010  
**NAME:** UNIT  
**DEFINITION:** A one-character code indicating one of the thirteen University of Wisconsin institutions.

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x

### CODING REQUIREMENTS

**LENGTH:** 1 position  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:**

<u>CODE</u>	<u>UNIT ABBR.</u>	<u>INSTITUTION</u>
A	MSN	Madison
B	MIL	Milwaukee
C	EAU	Eau Claire
D	GBY	Green Bay
E	LAC	La Crosse
F	OSH	Oshkosh
G	PKS	Parkside
H	PLT	Platteville
J	RVF	River Falls
K	STP	Stevens Point
L	STO	Stout
M	SUP	Superior
N	WTW	Whitewater
R	UWC	UW Colleges

**EXAMPLE:** For UW-Green Bay, the element code is 'D'.

**DEFAULTS:**

**EDITS:** 1010-11 A code 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', or 'N', or 'R' must be present.

x

**NOTES:** Refer to edit 1981-21, 1981-31, 1981-32, 1986-32, 1987-71, 1990-21, and 1991-11 in the Curricular Editing Criteria beginning on page III.D.1.

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2020

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**NUMBER:** 1020  
**NAME:** DIVISION  
**DEFINITION:** Branch Campus/Division for UW Receiving institutions only.

**CODING REQUIREMENTS**

**LENGTH:** 2 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must be one of an institution's valid division codes per the UDDS table. x

UW Receiving Institutions Division

<u>CODE</u>	<u>ABBR.</u>	<u>DIVISION NAME</u>
15	BRB	Baraboo/Sauk County
18	BRN	Barron County
60	FDL	Fond du Lac
61	FOX	Fox Valley
71	MAN	Manitowoc
72	MNT	Marinette
25	MSF	Marshfield
34	RLN	Richland
28	RCK	Rock County
73	SHB	Sheboygan
20	WAU	Wausau
B1	WSH	Washington County
B2	WAK	Waukesha
75	PLO	Platteville-Online

**EXAMPLE:** Division is UW-Milwaukee Waukesha campus; this element is 'B2'.

**DEFAULTS:** ~~During the build process, the record is bypassed if non-KEY DDS (Division (DE 1020), Department (DE 1030), and Sub-Department (DE 1040)) is equal to spaces and SAC (Section Allocation Coefficient (DE 1045)) is equal to zeroes, or if there are no occurrences of non-KEY DDS. Greater than five occurrences of non-KEY DDS are dropped and printed on error report.~~

**EDITS:** 1020-21 a) *If Unit (DE 1010) is 'B', 'C', 'D', 'F', 'H', 'K', or 'N', the KEY-Division (DE 1020) must be a valid Division per the unit as described below or be blank (b). For all other valid unit codes, the KEY-Division (DE 1020) must be blank (b).* x

<u>Unit</u>	<u>Divisions</u>
B	B1, B2
C	18
D	71, 72, 73
F	60, 61
H	15, 34, 75
K	20, 25
N	28

**APPLICABILITY**

**UNITS:** All  
**POPULATION:** All course-sections, Primary Key  
**DATE OF RECORD:** Tenth day of instruction, All submissions  
**SUBMISSION DATE:** Fourth week of term, All submissions  
**DATE ISSUED:** Spring 2025

## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1020 – cont.

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*b) ~~If KEY Division (DE 1020) is not blank (b), it must match the non KEY Division (DE 1020).~~* -

**NOTES:**

*Refer to edits 1981-31, 1981-32, 1986-32, 1987-71, and 1990-21, ~~and 1991-11~~ in the Curricular Editing Criteria beginning on page III.D.1.* x

**NUMBER:** 1020  
**NAME:** DIVISION  
**DEFINITION:** The level of organization immediately under that of Unit.

**CODING REQUIREMENTS**

**LENGTH:** 2 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must be one of an institution's valid division codes per the UDDS table. The following divisions are valid:

UW Receiving Institutions Division

<u>CODE</u>	<u>ABBR.</u>	<u>DIVISION NAME</u>
15	BRB	Baraboo/Sauk County
18	BRN	Barron County
60	FDL	Fond du Lac
61	FOX	Fox Valley
71	MAN	Manitowoc
72	MNT	Marinette
25	MSF	Marshfield
34	RLN	Richland
28	RCK	Rock County
73	SHB	Sheboygan
20	WAU	Wausau
B1	WSH	Washington County
B2	WAK	Waukesha
75	PLO	Platteville-Online

**EXAMPLE:** Division is UW-Milwaukee Waukesha campus; this element is 'B2'.

**DEFAULTS:** During the build process, the record is bypassed if non-KEY DDS (Division (DE 1020), Department (DE 1030), and Sub-Department (DE 1040)) is equal to spaces and SAC (Section Allocation Coefficient (DE 1045)) is equal to zeroes, or if there are no occurrences of non-KEY DDS. Greater than five occurrences of non-KEY DDS are dropped and printed on error report.

**EDITS:** 1020-21 a) If Unit (DE 1010) is 'B', 'C', 'D', 'F', 'H', 'K', or 'N', the KEY Division (DE 1020) must be a valid Division per the unit as described below or be blank (b). For all other valid unit codes, the KEY Division (DE 1020) must be blank (b).

<u>Unit</u>	<u>Divisions</u>
B	B1, B2
C	18
D	71, 72, 73
F	60, 61
H	15, 34, 75
K	20, 25
N	28

**APPLICABILITY**

**UNITS:** All  
**POPULATION:** All course-sections, Primary Key  
**DATE OF RECORD:** Tenth day of instruction, All submissions  
**SUBMISSION DATE:** Sixth week of term, All submissions  
**DATE ISSUED:** Spring 2020

## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1020 – cont.

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*b) If KEY Division (DE 1020) is not blank (b), it must match the non-KEY Division (DE 1020).*

**NOTES:** *Refer to edits 1981-21, 1981-31, 1981-32, 1986-32, 1987-71, 1990-21, and 1991-11 in the Curricular Editing Criteria beginning on page III.D.1.*

Replace

## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1030  
**NAME:** DEPARTMENT  
**DEFINITION:** The level of organization immediately under that of Division; generally an academic or administrative department.

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### CODING REQUIREMENTS

**LENGTH:** 2 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must be one of Unit-Division's valid department codes per the UDDS table.  
**EXAMPLE:** For the department of Art History in the College of Letters and Science at UW-Madison, this element is '09'.  
**DEFAULTS:** During the build process, the record is bypassed if non-KEY DDS (Division (DE 1020), Department (DE 1030), and Sub-Department (DE 1040)) is equal to spaces and SAC (Section Allocation Coefficient (DE 1045)) is equal to zeroes, or if there are no occurrences of non-KEY DDS. Greater than five occurrences of non-KEY DDS are dropped and printed on error report.  
**EDITS:**  
**NOTES:** *Refer to edits 1990-21 and 1991-11 in the Curricular Editing Criteria beginning on page III.D.1*

**DELETED**

**Spring 2025**

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** August 2008

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## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1035  
**NAME:** Cost Center Hierarchy  
**DEFINITION:** The Workday code for the academic department that conveys the instructional activity and incurs the fiscal and human resources for the course-section. This element replaces the DDS (Division-Department-Subdepartment).

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### CODING REQUIREMENTS

**LENGTH:** 9 positions.  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must be one of the valid Cost Center Hierarchy Level 7 codes (Reference ID) per the CAC-Cost Center Hierarchy table for the unit/division and curricular area. The 9-character code must start with the Workday prefix “CCH” followed by six numbers.  
**EXAMPLE:** For the academic subject of Biology in the College of Science and Health at UW-La Crosse, the value should be ‘CCH004174’.  
**DEFAULTS:** During the build process, a unique Unit (DE 1010), Division (DE 1020) and CCH (DE 1035) combination can be present only once per course section per term. Data for duplicate Unit, Division and CCH combinations are dropped.  
**EDITS:** 1035-11 a) The first three positions must contain “CCH” and the last six positions must contain numbers  
b) A valid code must be present for the reporting unit/division on the CAC table.  
**NOTES:** *Refer to edits 1990-21 in the Curricular Editing Criteria beginning on page III.D.1.*

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Fourth week of term  
**DATE ISSUED:** Spring 2025

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## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1040  
**NAME:** SUB-DEPARTMENT  
**DEFINITION:** The level of organization immediately under (and further refining) that of Department.

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### CODING REQUIREMENTS

**LENGTH:** 2 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must be one of Unit-Division-Department's valid Sub-department codes per the UDDS table.  
**EXAMPLE:** For the sub-department of Geological Engineering, in the College of Engineering at UW-Madison, this element is '41'.  
**DEFAULTS:** During the build process, the record is bypassed if non-KEY DDS (Division (DE 1020), Department (DE 1030), and Sub-Department (DE 1040) is equal to spaces and SAC (Section Allocation Coefficient (DE 1045)) is equal to zeroes, or if there are no occurrences of non-KEY DDS.  
**EDITS:**  
**NOTES:** *Refer to edit 1990-21 and 1991-14 in the Curricular Editing Criteria beginning on page III.D.1.*

**DELETED** Spring 2025

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2000

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## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1045  
**NAME:** SECTION ALLOCATION COEFFICIENT (optional)  
**DEFINITION:** This element is used in conjunction with the DDS elements: Division (DE 1020), Department (DE 1030), and Sub-Department (DE 1040). It represents the percentage of instructional activity (student credits, enrollment, faculty contact hours, and faculty effort) generated by this course-section that are to be credited to that specific DDS which must at least partially support the salary of the instructor(s) teaching the course-section.

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### CODING REQUIREMENTS

**LENGTH:** 3 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Numeric and not greater than 100. The sum of the Section Allocation Coefficient's (DE 1045) for a given course-section must add to 100%.  
**EXAMPLE:**  
**DEFAULTS:** During the build process, the record is bypassed if non-KEY DDS (Division (DE 1020), Department (DE 1030), and Sub-Department (DE 1040)) is equal to spaces and SAC (Section Allocation Coefficient (DE 1045)) is equal to zeroes, or if there are no occurrences of non-KEY DDS. Also, during build process, if element is non-numeric or zero, 100 is assumed as the correct value.  
**EDITS:** 1045-21 This element must be greater than zero and the sum of this element for each unique section must equal 100.  
**NOTES:**

DELETED

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 1999

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## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1050  
**NAME:** CURRICULAR AREA  
**DEFINITION:** A 4-digit code originally based upon the HEGIS Taxonomy of instructional programs in higher education designating the primary disciplinary area in which the course is being offered within a department.

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### CODING REQUIREMENTS

**LENGTH:** 4 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must be one of the valid curricular area codes per the curricular area code table for a unit.  
**EXAMPLE:** The curricular area is English, General; this element is '1501'.  
**DEFAULTS:**  
**EDITS:** *1050-11 A valid code must be present for the reporting unit.*  
**NOTES:** *Refer to edits 1981-31, 1981-32, 1986-32, 1987-71, 1990-21, and ~~1991-11~~ in the Curricular Editing Criteria beginning on page III.D.1.* X

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Fourth week of term  
**DATE ISSUED:** Spring 2025

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## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1050  
**NAME:** CURRICULAR AREA  
**DEFINITION:** A 4-digit code originally based upon the HEGIS Taxonomy of instructional programs in higher education designating the primary disciplinary area in which the course is being offered within a department.

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### CODING REQUIREMENTS

**LENGTH:** 4 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must be one of the valid curricular area codes per the curricular area code table for a unit.  
**EXAMPLE:** The curricular area is English, General; this element is '1501'.  
**DEFAULTS:**  
**EDITS:** *1050-11 A valid code must be present for the reporting unit.*  
**NOTES:** *Refer to edits 1981-21, 1981-31, 1981-32, 1986-32, 1987-71, 1990-21, and 1991-11 in the Curricular Editing Criteria beginning on page III.D.1.*

Replaced

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2004

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## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1060  
**NAME:** COURSE NUMBER  
**DEFINITION:** The campus number used to identify a specific course within a campus department's offering.

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### CODING REQUIREMENTS

**LENGTH:** 4 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** The leftmost three positions represent the campus number used to identify a specific course. An alpha character may be used in the fourth position to differentiate between specific courses, otherwise it should be blank. For dual enrollment courses ("slash" courses) where students can register under more than one course number, e.g., 350/550, all enrollments should be reported under the lower course number (e.g. 350) in the sixth week submission. On the post-term submission, the course number under which the student registered should be reported.

Also, see data element description 2310.

**EXAMPLE:** The course number for computer science 838 would be '838b'.

**DEFAULTS:**

**EDITS:** 1060-11 a) Data must be present, i.e., all blank (b) spaces are invalid.  
b) The first three positions must be numeric.  
c) The fourth position of this element must be an alpha character or blank.

**NOTES:** Refer to edits 1981-21, 1981-31, 1981-32, 1986-32, 1987-71, and 1991-11 in the Curricular Editing Criteria beginning on page III.D.1.

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction; end of term  
**SUBMISSION DATE:** Sixth week of term; post-term  
**DATE ISSUED:** Fall 2016

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## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1070  
**NAME:** COURSE CREDIT MINIMUM  
**DEFINITION:** The minimum per student credit for which the course is being offered as stated in the institution's course description. If sections within a course are offered for a credit range, this element should reflect the minimum credit for which any section is offered. If the course is offered for a single credit level, the minimum and maximum course credits should be the same, see Course Credit Maximum (DE 1080). If the course credits have been prorated to the appropriate sections (see DE 2340 Student Credits by Section (prorated)), then this element should reflect the minimum prorated credits for any section offered within a course.

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### CODING REQUIREMENTS

**LENGTH:** 3 positions  
**DECIMAL POSITION:** 99V9  
**SPECIFICATIONS:** Implied decimal between 2<sup>nd</sup> and 3<sup>rd</sup> positions from the left.  
**EXAMPLE:** Minimum per student credit is 2½; this element is '025'.  
**DEFAULTS:**  
**EDITS:** 1070-12 *A number between 00.0 and 16.0, inclusive, should be present.*  
*Note: All course-sections with a ~~UDDS~~ CCH code related to UW-Madison's Medical or Vet Medicine Schools (~~'A53'~~ or ~~'A87'~~) are ignored for this edit. Also, this edit is ignored for UW-Eau Claire's study away course-sections (Study Away Indicator (DE 1420) equals 'A', 'E', 'X', or 'S').* X  
X  
**NOTES:** Refer to edit 1080-21.

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Fourth week of term  
**DATE ISSUED:** Spring 2025

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## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1070  
**NAME:** COURSE CREDIT MINIMUM  
**DEFINITION:** The minimum per student credit for which the course is being offered as stated in the institution's course description. If sections within a course are offered for a credit range, this element should reflect the minimum credit for which any section is offered. If the course is offered for a single credit level, the minimum and maximum course credits should be the same, see Course Credit Maximum (DE 1080). If the course credits have been prorated to the appropriate sections (see DE 2340 Student Credits by Section (prorated)), then this element should reflect the minimum prorated credits for any section offered within a course.

---

### CODING REQUIREMENTS

**LENGTH:** 3 positions  
**DECIMAL POSITION:** 99V9  
**SPECIFICATIONS:** Implied decimal between 2<sup>nd</sup> and 3<sup>rd</sup> positions from the left.  
**EXAMPLE:** Minimum per student credit is 2½; this element is '025'.  
**DEFAULTS:**  
**EDITS:** 1070-12 *A number between 00.0 and 16.0, inclusive, should be present.*  
*Note: All course-sections with a UDDS code related to UW-Madison's Medical or Vet Medicine Schools ('A53' or 'A87') are ignored for this edit. Also, this edit is ignored for UW-Eau Claire's study away course-sections (Study Away Indicator (DE 1420) equals 'A', 'E', 'X', or 'S').* x  
**NOTES:** Refer to edit 1080-21.

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2006

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## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1080  
**NAME:** COURSE CREDIT MAXIMUM  
**DEFINITION:** The maximum per student credit for which the course is being offered as stated in the course description. If sections within a course are offered for a credit range, this element should reflect the best judgment of the campus as to the maximum credit for which a student typically would take the course. If the course is offered for a single credit level, the maximum and minimum course credits should be the same, see Course Credit Minimum (DE 1070). If the course credits have been prorated to the appropriate sections (see DE 2340 Student Credits by Section (prorated)), then this element should reflect the maximum prorated credits for any section offered within a course.

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### CODING REQUIREMENTS

**LENGTH:** 3 positions  
**DECIMAL POSITION:** 99V9  
**SPECIFICATIONS:** Implied decimal between 2<sup>nd</sup> and 3<sup>rd</sup> positions from the left.  
**EXAMPLE:** Maximum per student credit is 4½; this element is '045'.  
**DEFAULTS:**  
**EDITS:**

1080-12	<i>A number between 00.0 and 16.0, inclusive, should be present.</i>	
	<i><u>Note:</u> All course-sections with a <del>UDDS</del> CCH code related to UW-Madison's Medical or Vet Medicine Schools (<del>'A53'</del> or <del>'A87'</del>) are ignored for this edit. Also, this edit is ignored for UW-Eau Claire's study away course-sections (Study Away Indicator (DE 1420) equals 'A', 'E', 'X', or 'S').</i>	X X
1080-21	<i>A number equal to or greater than the Course Credit Minimum (DE 1070) for the same course must be present.</i>	

**NOTES:**

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Fourth week of term  
**DATE ISSUED:** Spring 2025

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1080  
**NAME:** COURSE CREDIT MAXIMUM  
**DEFINITION:** The maximum per student credit for which the course is being offered as stated in the course description. If sections within a course are offered for a credit range, this element should reflect the best judgment of the campus as to the maximum credit for which a student typically would take the course. If the course is offered for a single credit level, the maximum and minimum course credits should be the same, see Course Credit Minimum (DE 1070). If the course credits have been prorated to the appropriate sections (see DE 2340 Student Credits by Section (prorated)), then this element should reflect the maximum prorated credits for any section offered within a course.

---

### CODING REQUIREMENTS

**LENGTH:** 3 positions  
**DECIMAL POSITION:** 99V9  
**SPECIFICATIONS:** Implied decimal between 2<sup>nd</sup> and 3<sup>rd</sup> positions from the left.  
**EXAMPLE:** Maximum per student credit is 4½; this element is '045'.  
**DEFAULTS:**  
**EDITS:**

1080-12 *A number between 00.0 and 16.0, inclusive, should be present.*  
*Note: All course-sections with a UDDS code related to UW-Madison's Medical or Vet Medicine Schools ('A53' or 'A87') are ignored for this edit. Also, this edit is ignored for UW-Eau Claire's study away course-sections (Study Away Indicator (DE 1420) equals 'A', 'E', 'X', or 'S').*

1080-21 *A number equal to or greater than the Course Credit Minimum (DE 1070) for the same course must be present.*

x

**NOTES:**

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2006

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1090  
**NAME:** SECTION NUMBER  
**DEFINITION:** A five character unique identification for each section taught within each course. This identification must appear in the campus timetable file. A section is defined as a group of students meeting at the same time and in the same place for the same type of instruction with the same faculty. Sections may not be artificially derived to serve other functions (i.e., number of credits registered for, student level, etc.), except for certain independent-study and field experience sections for which the section number is used to identify the instructor.

---

### CODING REQUIREMENTS

**LENGTH:** 5 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:**  
**EXAMPLE:** Section is number SE**bb**7 of computer science 838; this element is 'SE**bb**7'.  
**DEFAULTS:**  
**EDITS:** 1090-11 *This element may not contain all blanks (bs).*

**NOTES:** *Refer to edits 1981-31, and 1981-32, ~~and 1991-11~~ in the Curricular Editing Criteria beginning on page III.D.1.*

x

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Fourth week of term  
**DATE ISSUED:** Spring 2025

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1090  
**NAME:** SECTION NUMBER  
**DEFINITION:** A five character unique identification for each section taught within each course. This identification must appear in the campus timetable file. A section is defined as a group of students meeting at the same time and in the same place for the same type of instruction with the same faculty. Sections may not be artificially derived to serve other functions (i.e., number of credits registered for, student level, etc.), except for certain independent-study and field experience sections for which the section number is used to identify the instructor.

---

### CODING REQUIREMENTS

**LENGTH:** 5 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:**  
**EXAMPLE:** Section is number SE**bb**7 of computer science 838; this element is 'SE**bb**7'.  
**DEFAULTS:**  
**EDITS:** 1090-11 This element may not contain all blanks (bs).  
1090-21  
**NOTES:** Refer to edits 1981-21, 1981-31, 1981-32, and 1991-11 in the Curricular Editing Criteria beginning on page III.D.1.

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2014

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1100  
**NAME:** TYPE OF INSTRUCTION  
**DEFINITION:** A one character code indicating the primary type of instruction used in a course section.

---

### CODING REQUIREMENTS

**LENGTH:** 1 position  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Valid codes are 'C', 'D', 'E', 'F', 'I', 'L', or 'S'.

<u>CODE</u>	<u>DEFINITION</u>	
C	<u>Lecture:</u> Group instruction where the primary focus is on the instructor presenting information.	X
L	<u>Laboratory/Studio:</u> Independent group activity under instructor supervision. Activity may occur in a facility with special equipment. Laboratory/Studio instruction includes group art and music instruction.	X
D	<u>Discussion:</u> Group instruction where the primary focus is on student interaction and group discussion.	X
E	<u>Extended Degree:</u> Extended Degree Program course offerings only.	
F	<u>Field Experience:</u> Instruction generally occurring outside the classroom setting. Sections are determined by the span of supervision of a particular faculty member rather than the meeting time and place. Examples include student teaching, internship, clinical experience, and field work (where that represents the total contact of the course).	X
I	<u>Independent/Individualized Instruction:</u> One-on-one activity between instructor and student where the focus is on individual attention. Course sections may be described as "Independent Study, Reading, or Individualized Research." This category also includes auto-tutorial, individual instruction, and individualized music lessons.	X
S	<u>Seminar/Colloquia:</u> A group of advanced students at the undergraduate or graduate level studying with an instructor or under the leadership of several instructors.	X

**EXAMPLE:** If the type of instruction is discussion; this element is 'D'.

**DEFAULTS:**

**EDITS:**

1100-11 A code of 'C', 'D', 'E', 'F', 'I', 'L', or 'S' must be present.  
1100-21 If the Extended Degree Indicator (DE 1430) contains a 'Y', then Type of Instruction (DE 1100) must contain 'E'.  
1100-22 If the course-section is independent study (Type of Instruction (DE 1100) contains an 'I'), no more than one instructor should be present (DE 1140).

**NOTES:** Refer to edit 1988-71 in the Curricular Editing Criteria beginning on page III.D.1.

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2006

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1120  
**NAME:** SECTION LEVEL  
**DEFINITION:** A code indicating the intended degree of complexity or expected level of comprehension of the course section. (An attempt should be made to define this level of comprehension apart from "student level" or "course number" considerations.)

---

### CODING REQUIREMENTS

**LENGTH:** 1 position  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:**

<u>CODE</u>	<u>DEFINITION</u>
1	Remedial
2	Undergraduate, basic
3	Undergraduate, advanced
4	Graduate, basic
5	Graduate, advanced (Madison and Milwaukee; and includes education specialists and professional/clinical doctorates at UW Comprehensives)
6	Preponderant enrollment is professional (Madison only)

**EXAMPLE:** If English 101 Section 1 is considered undergraduate, basic; this element is '2'.

**DEFAULTS:**

**EDITS:**

1120-11 *A code of '1', '2', '3', '4', '5', or '6' must be present.*

1120-21 *a) If Unit (DE 1010) is not an 'A', this element cannot contain a '6'.*

*b) If Unit (DE 1010) is not an 'A', 'B', 'C', 'E', 'F', 'J', 'K', 'L', 'M', or 'N', this element cannot contain a '5'.*

*c) If Unit (DE 1010) is an 'R', this element must contain a '1', '2', or '3'.*

*d) If the Remedial Indicator (DE 1440) contains a 'Y', then this element must contain a '1'.*

**NOTES:** *Refer to edit 1988-71 in the Curricular Editing Criteria beginning on page III.D.1.*

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-section  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Fourth week of term  
**DATE ISSUED:** Spring 2023

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1130  
**NAME:** SECTION LENGTH  
**DEFINITION:** The number of weeks that this section meets (including final exam period).

---

### CODING REQUIREMENTS

**LENGTH:** 2 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must be numeric ~~and less than 19~~.

Following is UW System Administration's understanding of each institution's total number of rounded weeks of instruction for each term of academic year 2025-26. The weeks of instruction are calculated as follows. First, the total days of instruction are arrived at by adding up the total number of days in a term (Monday-Friday) minus legal holidays (e.g., Labor Day) and the spring break period in Term 2. Final exam period is included as part of the total days of instruction. After the total days of instruction are derived, this figure is divided by five (and rounded to the nearest whole number) to arrive at weeks of instruction. If the length of term is other than stated, please notify the Office of Policy Analysis and Research of the correct length of the term in whole weeks.

<u>Institution</u>	<b>2025-26</b>	
	<u>Term Weeks</u>	
	<u>Term 1</u>	<u>Term 2</u>
UW-Eau Claire	15	15
UW-Green Bay	15	15
UW-La Crosse	15	15
UW-Madison	15	15
UW-Milwaukee	16	17
UW-Oshkosh	14	14
UW-Parkside	15	15
UW-Platteville	15	15
UW-River Falls	15	15
UW-Stevens Point	15	16
UW-Stout	15	15
UW-Superior	16	16
UW-Whitewater	14	15

**EXAMPLE:** Section meets for 9 weeks; element is '09'.

**DEFAULTS:**

**EDITS:** *1130-11 A number which is greater than zero must be present.*

**NOTES:** *Refer to edit 1988-71 in the Curricular Editing Criteria beginning on page III.D.1.*

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Fourth week of term  
**DATE ISSUED:** August 2025

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1130  
**NAME:** SECTION LENGTH  
**DEFINITION:** The number of weeks that this section meets (including final exam period).

---

### CODING REQUIREMENTS

**LENGTH:** 2 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must be numeric.

Following is UW System Administration's understanding of each institution's total number of rounded weeks of instruction for each term of academic year 2023-24. The weeks of instruction are calculated as follows. First, the total days of instruction are arrived at by adding up the total number of days in a term (Monday-Friday) minus legal holidays (e.g., Labor Day) and the spring break period in Term 2. Final exam period is included as part of the total days of instruction. After the total days of instruction are derived, this figure is divided by five (and rounded to the nearest whole number) to arrive at weeks of instruction. If the length of term is other than stated, please notify the Office of Policy Analysis and Research of the correct length of the term in whole weeks.

<u>Institution</u>	<u>2023-24</u>	
	<u>Term Weeks</u>	
	<u>Term 1</u>	<u>Term 2</u>
UW-Eau Claire	15	15
UW-Green Bay	15	15
UW-La Crosse	15	16
UW-Madison	15	15
UW-Milwaukee	15	16
UW-Oshkosh	14	14
UW-Parkside	14	14
UW-Platteville	15	15
UW-River Falls	15	15
UW-Stevens Point	15	16
UW-Stout	15	15
UW-Superior	15	15
UW-Whitewater	14	15

**EXAMPLE:** Section meets for 9 weeks; element is '09'.

**DEFAULTS:**

**EDITS:** 1130-11 A number which is greater than zero must be present.

**NOTES:** Refer to edit 1988-71 in the Curricular Editing Criteria beginning on page III.D.1.

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Fourth week of term  
**DATE ISSUED:** August 2023

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1140  
**NAME:** INSTRUCTOR SOCIAL SECURITY NUMBER  
**DEFINITION:** A nine-digit unique number assigned by the Social Security Administration or other proper authorities.

---

### CODING REQUIREMENTS

**LENGTH:** 9 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Should match the appropriate unclassified payroll file.  
The campus should remove from the section information any social security number belonging to an instructor who does not teach a section. When a course-section has more than one instructor, additional social security numbers should be present.

**EXAMPLE:** Social Security Number is 303-34-6009; this element is '303346009'.  
**DEFAULTS:** A unique social security number can be present only once per course-section; data for duplicate social security numbers are dropped.

**EDITS:**

- 1140-11 Each position must contain a numeric code, i.e., the entire field cannot be zero-filled. Additionally, the first six digits should not be all nines.*
- 1140-12 The total number of sections associated with one instructor should be less than 20.*
- 1140-22 At least one social security number should be present for each course-section.*
- 1140-32 Each social security number associated with a course-section should be present on the Unclassified payroll file. For Term 1, this is the October (paid November 1) payroll. For Term 2, this is the March (paid April 1) payroll.*
- 1140-71 Instructor Social Security Number (DE 1140) must be the same within a set of cross-listed course-sections.*

**NOTES:**

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** August 2008

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1141  
**NAME:** INSTRUCTOR PERSON ID NUMBER  
**DEFINITION:** A unique employee number assigned by the human resource system.

---

### CODING REQUIREMENTS

**LENGTH:** 16 positions (8 characters in use)  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Should match employee person id in the human resource system.  
When a course-section has more than one instructor, each instructor should have a unique person id number present.

**EXAMPLE:**

**DEFAULTS:**

**EDITS:**

- 1141-11 If a Person ID is present, it must be numeric. The entire field cannot be zero-filled or all nines.*
- 1141-12 The total number of sections associated with one instructor should be less than 20.*
- 1141-22 At least one person ID number should be present for each course-section.*
- 1141-32 Each person ID number associated with a course-section should be present on the human resource system.*
- 1141-71 Each person ID number must be the same within a set of cross-listed course-sections.*

**NOTES:**

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2013

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1165  
**NAME:** MULTIPLE INSTRUCTOR PRORATED EFFORT FOR CREDITS AND ENROLLMENTS  
**DEFINITION:** For a course-section in which there are multiple instructors, this element represents the effort an instructor expends relative to that of the other instructors.

---

### CODING REQUIREMENTS

**LENGTH:** 4 positions  
**DECIMAL POSITION:** 999V9  
**SPECIFICATIONS:** Four digits with an implied decimal between 3<sup>rd</sup> and 4<sup>th</sup> position from left. There are two ways in which this element may be reported. First, the institution may assign proration percents to each multiple instructor of a course-section, reflecting the division of instructional work-load, as can best be determined. **NOTE:** *The sum of proration percents for multiple instructors of a given course-section must equal 100 since related student credits, course-section credits and student enrollments must not be duplicated.* The second option available to the institution is to zero-fill the element if the institution prefers to have the workload divided equally among the multiple faculty for any given course-section.

**EXAMPLE:**

**DEFAULTS:** For this element that is zero-filled, the workload will be divided equally among the multiple faculty for any given course-section. Any non-numeric entry for this element will be converted to zero.

**EDITS:** 1165-11 a) *Each occurrence of an Instructor Social Security Number (DE 1140), associated Credits and Enrollments with a given course-section, requires the presence of a number which is less than or equal to 100.*  
b) *The sum of the percents associated with all the instructors (Instructor Social Security Number (DE 1140)) of a given course-section must equal 100.*

**NOTES:**

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections with multiple instructors  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**RECURRENCE CONDITION:** Per instructor  
**DATE ISSUED:** August 2013

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1170  
**NAME:** SECTION, DAYS OF THE WEEK  
**DEFINITION:** Indicates the days of the week on which a regularly scheduled section meets.

---

### CODING REQUIREMENTS

**LENGTH:** 7 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Each position represents one day of the week ordered first to last (left to right), Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, with the following codes:

<u>CODE</u>	<u>DEFINITION</u>
blank (b)	No class meeting for a particular day. Record blanks (bs) for sections to be arranged, e.g., independent study.
M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
C	Sunday

**EXAMPLE:** Section meets on Tuesday and Saturday; this element is 'bTbbsb'.

**DEFAULTS:**

**EDITS:** 1170-11 *Each position of the seven-position field must be coded as follows:*

<i>1<sup>st</sup> position = M or blank (b)</i>	<i>5<sup>th</sup> position = F or blank (b)</i>
<i>2<sup>nd</sup> position = T or blank (b)</i>	<i>6<sup>th</sup> position = S or blank (b)</i>
<i>3<sup>rd</sup> position = W or blank (b)</i>	<i>7<sup>th</sup> position = C or blank (b)</i>
<i>4<sup>th</sup> position = R or blank (b)</i>	

1170-21 *If this element is not blank (b), Section Begin Time (DE 1180) and Section End Time (DE 1190) cannot be equal to 0000.*

**NOTES:** *Refer to edits 1983-21, 1983-71, and 1985-22 in the Curricular Editing Criteria beginning on page III.D.1.*

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2012

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1180  
**NAME:** SECTION BEGIN TIME  
**DEFINITION:** Begin time of regularly scheduled section in terms of the 2400 Universal clock.

---

### CODING REQUIREMENTS

**LENGTH:** 4 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must be numeric. x  
**EXAMPLE:** Section begins at 1:00 p.m.; this element is '1300'.  
**DEFAULTS:** -  
**EDITS:**  
1180-11 *A number between 0000 and 2359, inclusive, must be present. If this element is not 0000, the minutes must be 00 to 59, inclusive.*  
1180-12 *A numeric code between 0700 and 2200, inclusive, or 0000 should be present.*  
**NOTES:** *Refer to edits 1190-21, 1983-21, 1983-71, and 1985-22 in the Curricular Editing Criteria beginning on page III.D.1.*

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2012

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1190  
**NAME:** SECTION END TIME  
**DEFINITION:** End time of regularly scheduled section in terms of the 2400 Universal clock. (Class breaks should not be subtracted from end time.)

---

### CODING REQUIREMENTS

**LENGTH:** 4 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must be numeric.  
**EXAMPLE:** Section ends at 10:00 a.m.; this element is '1000'.  
**DEFAULTS:**  
**EDITS:**

1190-11 *A number between '0000' and '2359', inclusive, must be present. If this element is not '0000', the minutes must be 00 to 59, inclusive.*

1190-12 *If this element is not '0000', a numeric code between '0700' and '2200', inclusive, should be present.*

1190-21 a) *When the Section Begin Time (DE 1180) is '0000', this element must also contain '0000'.*  
b) *When the Section Begin Time (DE 1180) is not '0000', this element must be greater than the Section Begin Time.*

1190-22 *When the Section Begin Time (DE 1180) and this element do not equal '0000', the difference between them should be less than or equal to 250 minutes.*

**NOTES:** *Refer to edits 1983-21, 1983-71, and 1985-22 in the Curricular Editing Criteria beginning on page III.D.1.*

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2012

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1230  
**NAME:** FACILITY ID  
**DEFINITION:** A unique code representing the physical location (e.g. Building & Room Assignment) where a course section is scheduled to meet. For online or asynchronous sections, this field may be null or set to a designated placeholder.

---

### CODING REQUIREMENTS

**LENGTH:** 10 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Facility ID typically consists of a building code followed by a room number, which may include leading zeros or spaces.  
**EXAMPLE:** Section meets in White Hall in Room 330, the Facility ID is "EDU-0330".  
Section meets online, the Facility ID is "ONLINE".  
**DEFAULTS:**  
**EDITS:** 1230-12 *If there is a facility id, room enrollment capacity (DE 1240) should not be blank.*  
**NOTES:**

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Fourth week of term  
**DATE ISSUED:** August 2025

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1240  
**NAME:** ENROLLMENT CAPACITY  
**DEFINITION:** A numeric field indicating the maximum number of students permitted to enroll in a course section. This field may be null from online only or asynchronous course sections.

---

### CODING REQUIREMENTS

**LENGTH:** 4 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must either be blank or have a value from "0" to "9999".  
**EXAMPLE:** The lab room has an enrollment capacity of '24'. This value is '24'.  
**DEFAULTS:**  
**EDITS:** 1240-11 *If there is a Facility ID (DE 1230) this field must not be blank.*  
1240-12 *A numeric code between 0 and 9999, inclusive, should be present if Facility ID (DE 1230) is not blank.*

**NOTES:**

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Fourth week of term  
**DATE ISSUED:** August 2025

---

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1400  
**NAME:** EXTENSION INDICATOR  
**DEFINITION:** A one-character code indicating whether or not the course-section is a UW-Extension funded credit course-section, i.e., course section funded by UW-Extension but reported by the institution offering the credits and collecting the fees.

x

---

### CODING REQUIREMENTS

**LENGTH:** 1 position

**DECIMAL POSITION:** N/A

**SPECIFICATIONS:**

<u>CODE</u>	<u>DEFINITION</u>
Y	A UW-Extension Credit program-Interinstitutional Agreement course-section.
N	Not a UW-Extension Credit program-Interinstitutional Agreement course-section.

**EXAMPLE:**

**DEFAULTS:**

**EDITS:** 1400-11 This element must contain a 'Y' or 'N'.

**NOTES:**

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2004

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1410  
**NAME:** COLLEGE COURSE IN HIGH SCHOOL INDICATOR  
**DEFINITION:** A code indicating whether or not the UW institution course section is taught in a Wisconsin high school by a university approved high school instructor. Examples include course sections offered through the Cooperative Advanced Placement Program (CAPP), College Credit in High School (CCHS), Partners in Education (PIE), and similar arrangements.

X

---

### CODING REQUIREMENTS

**LENGTH:** 1 position

**DECIMAL POSITION:** N/A

**SPECIFICATIONS:**

CODE

DEFINITION

Y

Course section is taught in a Wisconsin high school by a university approved high school instructor.

X

N

Course section is not taught in a Wisconsin high school by a university approved high school instructor.

X

**EXAMPLE:**

**DEFAULTS:**

**EDITS:** 1410-11 *This element must contain a 'Y' or 'N'.*

**NOTES:**

---

### APPLICABILITY

**UNITS:** All

**POPULATION:** All course-sections

**DATE OF RECORD:** Tenth day of instruction

**SUBMISSION DATE:** Sixth week of term

**DATE ISSUED:** Spring 2015

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1420  
**NAME:** STUDY AWAY COURSE SECTION INDICATOR  
**DEFINITION:** A one-character code indicating whether or not the course-section fits one of the following study away categories:

Study abroad course-section: Course-section is a UW sponsored program offered outside the geographical boundaries of the United States.

International exchange (outgoing) course-section: Indicates that the course-section is part of a one-to-one international exchange program. The UW student pays the academic fees at their UW institution but attends an institution outside the geographical boundaries of the United States.

National exchange course-section: Represents a placeholder course-section for students engaged in a one-to-one exchange program within the United States administered by the National Student Exchange organization.

Domestic study away course-section (administered by home institution): Indicates that the course-section is part of a program sponsored by the home institution where the courses are taken at a domestic institution. The program need not be part of a one-to-one exchange with the away institution.

International or domestic study away (not administered by home institution): Represents a placeholder course-section for students participating in a study away program that is not administered or associated with their home campus. The student is not paying fees at their home institution.

X

---

### CODING REQUIREMENTS

**LENGTH:** 1 position

**DECIMAL POSITION:** N/A

**SPECIFICATIONS:**

<u>CODE</u>	<u>DEFINITION</u>
A	Study Abroad
E	Outgoing International Exchange
X	National Exchange
S	Domestic Study Away (administered by home institution)
O	International Study (not administered by home institution)
D	Domestic Study Away (not administered by home institution)
N	Course section is not study away

**EXAMPLE:**

**DEFAULTS:**

**EDITS:** 1420-11 *This element must contain an 'A', 'E', 'S', 'X', 'O', 'D', or 'N'.*

**NOTES:**

---

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2010

## DATA ELEMENT DESCRIPTION

---

**NUMBER:** 1430  
**NAME:** EXTENDED DEGREE INDICATOR  
**DEFINITION:** A one-character code indicating whether or not the course-section is an Extended Degree Program (EDP) course-section. Course-sections that should be identified as EDP course-sections are those course-sections taken exclusively by EDP students and which are not also taken by regular (non-EDP) students.

X

---

### CODING REQUIREMENTS

**LENGTH:** 1 position

**DECIMAL POSITION:** N/A

**SPECIFICATIONS:**

<u>CODE</u>	<u>DEFINITION</u>
Y	Course section is an Extended Degree Program course-section.
N	Course section is <u>not</u> an Extended Degree Program course-section.

**EXAMPLE:**

**DEFAULTS:**

**EDITS:** 1430-11 *This element must contain a 'Y' or 'N'.*  
1430-21 *If Type of Instruction (DE 1100) is an 'E', then Extended Degree Indicator (DE 1430) must be 'Y'.*

-

-

X

**NOTES:**

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2004

## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1440  
**NAME:** REMEDIAL INDICATOR  
**DEFINITION:** A one-character code indicating whether or not the course-section is a Remedial Education course section. Only course sections in English and mathematics that are taught on campus by the institution's faculty and staff or through contractual arrangements with local WTCS units, should be identified.

---

### CODING REQUIREMENTS

**LENGTH:** 1 position

**DECIMAL POSITION:** N/A

**SPECIFICATIONS:**

<u>CODE</u>	<u>DEFINITION</u>
Y	Course section is a Remedial course-section.
N	Course section is <u>not</u> a Remedial course-section.

**EXAMPLE:**

**DEFAULTS:**

**EDITS:** 1440-11 This element must contain a 'Y' or 'N'.

**NOTES:**

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2004

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## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1450  
**NAME:** DISTANCE EDUCATION INDICATOR  
**DEFINITION:** A one-character code indicating whether or not the course-section fits one of the listed Distance Education course-section types.

---

### CODING REQUIREMENTS

**LENGTH:** 1 position

**DECIMAL POSITION:** N/A

**SPECIFICATIONS:**

<u>CODE</u>	<u>DEFINITION</u>	
N	Course section is <u>not</u> a Distance Education course-section.	
P	Course section is a partially Distance Education course-section. (Section is primarily (75% or more) delivered via distance learning technologies but at least one class session is on campus.)	
T	Course section is a totally Distance Education course-section. (Section is totally (100%) delivered via distance learning technologies; no campus visits are required.)	
X	Course section is a totally (100%) Distance Education course-section offered via UW Extended Campus Collaborative AAS.	+

**EXAMPLE:**

**DEFAULTS:**

**EDITS:** 1450-11 *This element must contain a 'P', 'T', 'N', or 'X'.*  
1450-21 *If this element contains an 'X', Unit (DE 1010) must be 'B', 'C', 'F', 'G', 'J', 'K', or 'N'.* +

**NOTES:**

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2021

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## DATA ELEMENT DESCRIPTION

**NUMBER:** 1500  
**NAME:** COURSE-SECTION PRIMARY FUNDING SOURCE  
**DEFINITION:** A three digit numeric code designating a course-section's primary funding source.

### CODING REQUIREMENTS

**LENGTH:** 3 positions  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:** Must be one of the valid instructional funds for the institution or blank.

<u>INDICATOR FLAG SET</u>	<u>EXPECTED FUND</u>
Extension	104 or 189
Cooperative Advanced Placement Program	Any valid fund for the institution
Study Away Indicator = A, E, X, or S	128
Study Away Indicator = O or D	blank
Extended Degree Program	102
Remedial	136
Distance Education	Any valid fund for the institution

**EXAMPLE:** If the course-section's primary funding is 101; this element is '101'.  
**DEFAULTS:** If course-section primary funding is left blank, it will be defaulted to a GPR fund of 101, 102, or 103 (as appropriate), except for course-sections with a Study Away Course Section Indicator of 'O' or 'D', then this element must be blank.

**EDITS:**

1500-11 *Must be one of the valid instructional funds for the institution.*

1500-21 a) *If the Extension Indicator (DE 1400) is set to 'Y', then this element must be coded '104' or '189'. If this element is coded '104' or '189', then the Extension Indicator (DE 1400) must be 'Y'.*  
b) *If the Study Away Course Section Indicator (DE 1420) is set to 'A', 'E', 'X', or 'S', then this element must be coded '128'.*  
c) *If the Study Away Course Section Indicator (DE 1420) has a value of 'O' or 'D', then this element must be blank.*

1500-22 a) *If the Remedial Indicator (DE 1440) is set to 'Y', then this element should be coded '136'.*  
b) *If the Extended Degree Indicator (DE 1430) is set to 'Y', then this element should be coded '102'.*  
c) *If the CAC (DE 1050) is coded as either '0391' or '0399', then this data element should be coded '128'.*

1500-71 *Primary Funding Source (DE 1500) must be the same within a set of cross-listed courses.*

**NOTES:**

### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2018

## DATA ELEMENT DESCRIPTION

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**NUMBER:** 1801  
**NAME:** CROSS-LISTED INDICATOR (only on the cross-list table)  
**DEFINITION:** A one character code, on the cross-list table maintained by OPAR, indicating whether or not the course-section is enrollment carrying or cross-listed with another course-section. **This element is derived by the Office of Policy Analysis and Research from the list of cross-listed sections supplied by the institutions.**

---

### CODING REQUIREMENTS

**LENGTH:** 1 position

**DECIMAL POSITION:** N/A

**SPECIFICATIONS:**

<u>CODE</u>	<u>DEFINITION</u>
E	The course-section is the designated Enrollment Carrying course-section of a set of cross-listed sections.
X	The course-section is cross-listed with another course-section and is <u>not</u> the designated Enrollment Carrying course-section for the set of cross-listed sections.

**EXAMPLE:**

**DEFAULTS:**

**EDITS:**

*1801-41 A course-section identified by the institution as cross-listed must exist on the curricular file.*

*1801-71 a) There is no cross-listed course-section associated with the designated Enrollment Carrying course-section on the curricular file.*

*b) The designated Enrollment Carrying course-section for the cross-listed set of course-sections does not exist on the curricular file.*

**NOTES:** Refer to page III.C.5 for more information about cross-listed courses and the format for their submission. +

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2012

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## DATA EDIT DESCRIPTION

---

**NUMBER: 1981**

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**1010 UNIT**

**1020 DIVISION**

**1050 CURRICULAR AREA**

**1060 COURSE NUMBER**

**1090 SECTION NUMBER**

**DEFAULTS:** Each combination of these elements must be unique, i.e., duplicate course-sections are dropped. +

**EDITS:** 1981-21 -

1981-31 *Each combination of these elements in a curricular data file must be represented by at least one identical combination in the associated student file. (Note the converse edit 2983-31.)*

*Note: This edit is designated as 1981p31 on the post-term submission.*

1981-32 *Each combination of these elements in the curricular file should be associated with a fee-paying student in the student data file.*

---

### APPLICABILITY

**UNITS:** All

**POPULATION:** All course-sections

**DATE OF RECORD:** Tenth day of instruction; end of term

**SUBMISSION DATE:** Sixth week of term; post-term

**DATE ISSUED:** Fall 2016

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## DATA EDIT DESCRIPTION

---

**NUMBER:** 1983

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**1170** SECTION, DAYS OF WEEK

**1180** SECTION BEGIN TIME

**1190** SECTION END TIME

**EDITS:** 1983-21 *Each combination of these elements, a single meeting schedule, must be unique for an individual course-section. Duplicate meeting schedule data are dropped.*

1983-71 *Section Days of the Week (DE 1170), Section Begin Time (DE 1180), and Section End Time (DE 1190) must be the same within a set of cross-listed course-sections.*

**Sp/12**

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2012

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## DATA EDIT DESCRIPTION

---

**NUMBER:** 1985

---

**1170** SECTION, DAYS OF THE WEEK

**1180** SECTION BEGIN TIME

**1190** SECTION END TIME

**EDITS:** 1985-22 *A valid (non-blank, non-zeros) combination of these elements should be present for each section which is not an Independent Study section, Field Experience section, Extended Degree Program (EDP) section or Distance Ed course section, i.e., a course-section whose Type of Instruction (DE 1100) is not 'I', 'F', or 'E', or Distance Education Indicator (DE 1450) is not 'T'.* Sp/12

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2012

---

## DATA EDIT DESCRIPTION

---

**NUMBER:** 1986

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**1010** UNIT

**1020** DIVISION

**1050** CURRICULAR AREA

**1060** COURSE NUMBER

**EDITS:** 1986-32 *Each combination of these elements on the curricular file associated with only one identical combination on the associated student file should have as a Type of Instruction (DE 1100) either Field Experience 'F' or Individual Instruction 'I'.  
Note: this edit does not apply to cross-listed sections.*

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2011

---

## DATA EDIT DESCRIPTION

---

**NUMBER:** 1987

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**1010** UNIT

**1020** DIVISION

**1050** CURRICULAR AREA

**1060** COURSE NUMBER

**EDITS:** 1987-71 *All sections of the same course, i.e., each unique combination of these elements, must have the same Course Credit Minimum (DE 1070) and same Course Credit Maximum (DE 1080).*

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2011

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## DATA EDIT DESCRIPTION

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**NUMBER:** 1988

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**1120** SECTION LEVEL

**1130** SECTION LENGTH

**1100** TYPE OF INSTRUCTION

**EDITS:** 1988-71 *Section descriptors: Section Level (DE 1120), Section Length (DE 1130), and Type of Instruction (DE 1100), must be the same within a set of cross-listed course-sections.*

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** Cross-listed course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2011

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**DATA EDIT DESCRIPTION**

---

**NUMBER: 1990**

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**1010 UNIT**

**1020 DIVISION**

~~**1030 DEPARTMENT**~~

**1035 COST CENTER HEIRARCHY**

~~**1040 SUB-DEPARTMENT**~~

**1050 CURRICULAR AREA**

**EDITS:** 1990-21 *A valid combination of these elements must be present for the reporting unit (DE 1010) and included in the Curricular Area Code crosswalk table in Volume II of the CDR.*

-

+

-

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**APPLICABILITY**

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Fourth week of term  
**DATE ISSUED:** Spring 2025

---

DATA EDIT DESCRIPTION

---

**NUMBER:** 1990

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**1010** UNIT  
**1020** DIVISION  
**1030** DEPARTMENT  
**1040** SUB-DEPARTMENT  
**1050** CURRICULAR AREA

**EDITS:** 1990-21 *A valid combination of these elements must be present for the reporting unit (DE 1010) and included in the Curricular Area Code crosswalk table in Volume II of the CDR.*

Replace

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**APPLICABILITY**

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2011

## DATA EDIT DESCRIPTION

---

**NUMBER:** 1991

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<b>1010</b>	UNIT	
<b>1020</b>	DIVISION	
<del><b>1030</b></del>	<del>DEPARTMENT</del>	-
<b>1035</b>	COST CENTER HEIRARCHY	+
<del><b>1040</b></del>	<del>SUB-DEPARTMENT</del>	-
<b>1050</b>	CURRICULAR AREA	
<b>1060</b>	COURSE NUMBER	
<b>1090</b>	SECTION NUMBER	
<b>DEFAULTS:</b>	During build process, unique Unit/Division/CCH combination can be present only once per course-section; data for duplicate combinations are dropped.	x
<b>EDITS:</b>	<i>1991-11 A Unit (DE 1010), Division (DE 1020), and Cost Center Hierarchy Level 7 (DE 1035), combination <u>must</u> be present for <u>each course-section</u>.</i>	x
<b>EDITS:</b>	<i>See also 1990.</i>	+

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### APPLICABILITY

<b>UNITS:</b>	All
<b>POPULATION:</b>	All course-sections
<b>DATE OF RECORD:</b>	Tenth day of instruction
<b>SUBMISSION DATE:</b>	Sixth week of term
<b>DATE ISSUED:</b>	Spring 2025

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DATA EDIT DESCRIPTION

---

**NUMBER:** 1991

---

**1010** UNIT  
**1020** DIVISION  
**1030** DEPARTMENT  
**1040** SUB-DEPARTMENT  
**1050** CURRICULAR AREA  
**1060** COURSE NUMBER  
**1090** SECTION NUMBER

**DEFAULTS:** During build process, an unique UDDS combination can be present only once per course-section; data for duplicate UDDS combinations are dropped.

**EDITS:** 1991-11 *A UDDS: Unit (DE 1010), Division (DE 1020), Department (DE 1030), and Sub-Department (DE 1040), combination must be present for each course-section.*

Replaced

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**APPLICABILITY**

**UNITS:** All  
**POPULATION:** All course-sections  
**DATE OF RECORD:** Tenth day of instruction  
**SUBMISSION DATE:** Sixth week of term  
**DATE ISSUED:** Spring 2011

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