

Michigan State University University Curriculum and Catalog

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. Subject codes should not be requested for the sole purpose of marketing courses or a program.

The implementation of a changed or new subject code has no negative impact on students. Implementation is planned to avoid conflicts with enrollment periods and allow time for the updating of all programs for which the specific subject is a catalog-listed requirement.

When all courses with a specific subject code are deleted, the subject code is archived because there are no current courses attached to it. The subject code may be reactivated at a later time for the same subject in the same administrative unit.

Units need to work closely with Joy Speas, University Curriculum Administrator, University Curriculum and Catalog, 176 Administration Building, 355-8420 or jlspeas@msu.edu to facilitate the subject-code change after receiving notification that their request has been approved.

To request a change or establish a subject code, the college offering the field of study should send a written request, via its Assistant or Associate Dean, to University Curriculum and Catalog, 176 Administration Building, 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 Associate Provost for Academic Services.
- The Associate Provost for Academic Services 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.