

What to know before changing Program & Course Codes

California community colleges use several coding taxonomies to identify and categorize courses, certificates, and degrees. Before changing a code, it's important to determine how the change will affect students, funding, college planning, and accountability reporting.

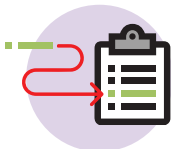
REASONS TO CHANGE A CODE



Correct errors

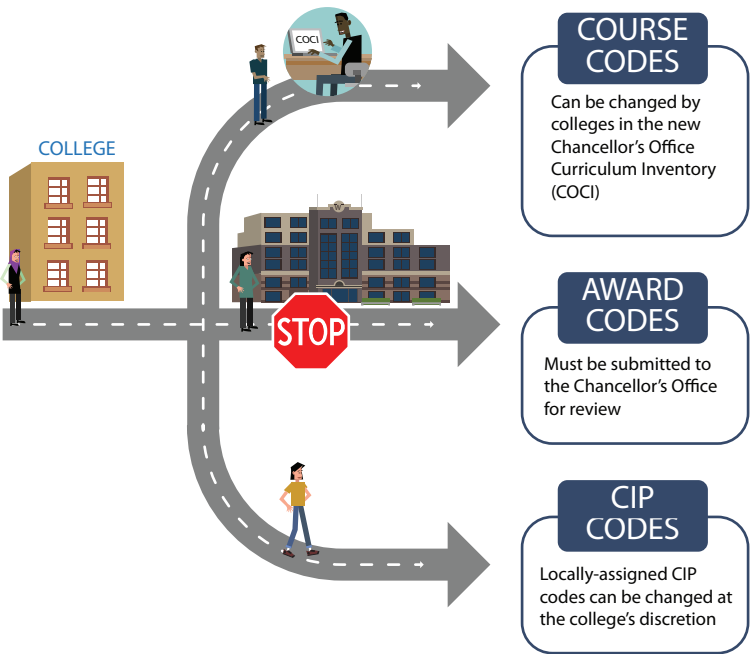


Reflect changes in the curriculum that make a different code more accurate

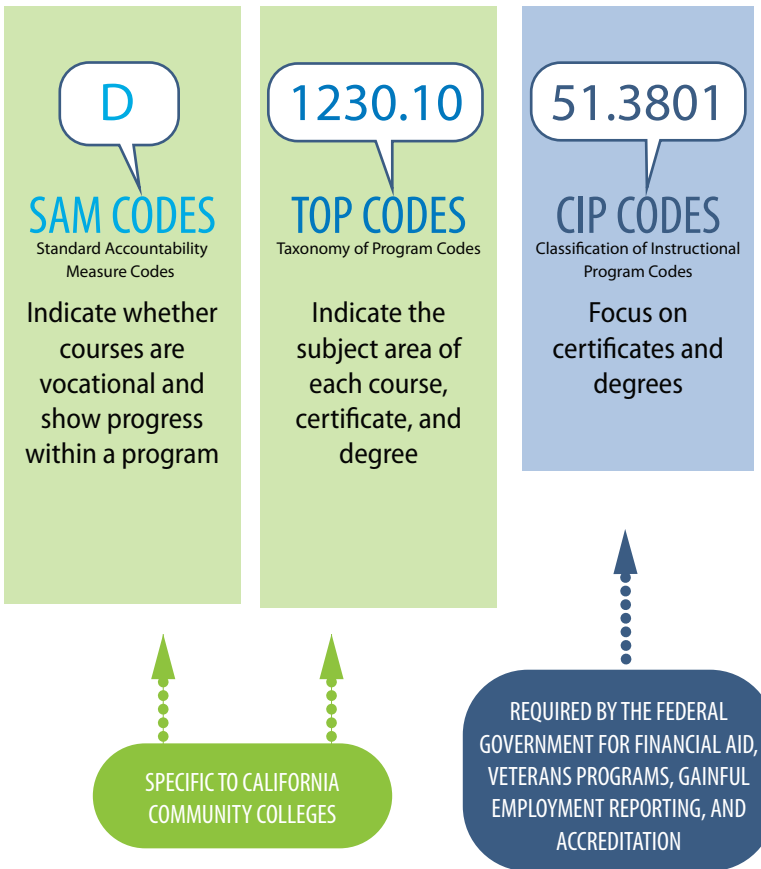


Align with revised code lists

HOW TO CHANGE CODES



CODES USED BY CALIFORNIA COMMUNITY COLLEGES



THINGS TO CHECK BEFORE YOU CHANGE A CODE



FUNDING

Selecting non-vocational TOP code and SAM codes, or indicating that a course is introductory to could affect funding under Perkins, the Strong Workforce Program, and Career Development and College Preparation

STATE ACCOUNTABILITY

Changes to TOP codes for courses, certificates, or degrees will impact the Data Mart, Salary Surfer, the Student Success Scorecard, and the LaunchBoard

FEDERAL FINANCIAL AID & VETERANS PROGRAMS

Alert federal agencies about changes to certificate and degree CIP codes, so that students don't lose their aid

FEDERAL ACCOUNTABILITY

Alert federal agencies about changes to certificate and degree CIP codes, which are used in gainful employment reports and the Integrated Postsecondary Education Data System (IPEDS)

INSTRUCTIONAL & EQUIPMENT PLANNING

Changes to TOP codes for courses, certificates, or degrees may affect program review and hiring (but should not affect minimum qualifications)

FACILITIES PLANNING

Changes to course codes at the TOP2 or TOP4 level will affect calculations in the FUSION planning system

ASSOCIATE DEGREES FOR TRANSFER

ADTs have predetermined TOP codes at the award level and cannot be changed by colleges

