PROGRAM MODIFICATION AND NEW PROGRAM DATA SUBMISSION GUIDE

Submit your data as ASCII coma delimited or MS Excel files to Vladimir Bassis:
Vladimir.bassis@iowa.gov

Program modifications are accepted three times during a fiscal year as one batch data file per college:

July 1-31: for Fall Semester (or equivalent) of the current fiscal year or any subsequent semesters/fiscal years.
October 1-30: for Spring Semester (or equivalent) of the current fiscal year or any subsequent semesters/fiscal years.
April 1-30: for Summer Semester (or equivalent) of the current fiscal year or any subsequent semesters/fiscal years.

New programs: any time.

Program modification applications data (AS-28 data) are accepted as a combination of four datasets:

A. AS-28 course form.

This file contains program's coursework and information about courses: credit hours, contact hours, tech core flag, etc. It also contains course-related footnote numbers.

B. Footnotes.

In order to optimize the application process, course-related footnotes are requested in a separate file. They will be attached to corresponding programs in the AS-28 database.

C. Program information.

This file contains additional information related to the program as a whole: articulation agreements (if applicable), comments, contact person information.

D. College course catalog.

In order to maintain state-wide standards and avoid duplication, ONLY DISCIPLINE/COURSE TITLES FOUND IN CURRENT (AS OF THE BEGINNING OF DATA SUBMISSION TIME) COMMON COURSE MATRIX TABLE WILL BE USED IN THE COURSE CATALOG.
While AS-28 course form contains as many courses as needed to show complete program content, sometimes it is not reasonable to enter a large number of alternative courses. For example, some programs contain choices that encompass all general education courses available in the college course catalog. For such instances, a course catalog with titles for such groups of courses would serve better. A reference to such groups is required in the body of the AS-28 course form.

Listing all needed courses.

Colleges are encouraged to list all courses that are allowed for the program completion, including alternative, optional, and prerequisite. Courses should be listed by terms, and terms should be listed in sequential order.
Examples:
MAT110 = Math for Liberal Arts.
MATXXX = Any course in the college course catalog under discipline “Mathematics”.
XXXXXX = Any course in the college course catalog.
ZZZ000 = Prerequisite program: only for instances when standard course numbers are not available. Example: a program in a non-community college institution. Note that there still should be total credit and contact hours equivalent listed.

Listing terms.
Assign consecutive term numbers to all courses, starting with “1”. Use “0” term for prerequisite courses, listed either separately (when they have standard common course numbers) or as a prerequisite program consisting of courses without standard common course numbers.

Using Alternative and Optional flags.
This field should contain flags for all listed courses.
N = this course has **N**o alternatives; it is a “standalone” course.
M = this course starts a sequence of alternative courses; it is a **M**ain (first) course in the sequence of alternatives.
M1 = this course starts a sequence of alternative groups of courses; all M1 courses should be taken combined, as a group.
A = **A**lternative course; this course can be taken instead of Main, preceding, course, or instead of any following courses flagged as A.
A1 = this course is a part of alternative group 1; all A1 courses after **M**ain or **A**lternative substitute for preceding or following Alternative should be taken combined, as a group.
A2, A3…= groups of alternative courses. Example of such sequence:
MAT110, 3 Credit Hours, N
MAT111, 3 credit hours, M
CHM112, 3 credit hours, A
PHI222, 1 credit hour, A1
PHI223, 2 credit hours, A1
BIO333, 3 credit hours, O

Total Credits = 6 (3 for MAT110 and 3 for MAT111, or 3 for MAT110 and 1+2 for PHI222 and PHI223; BIO333 does not count as optional).

If a large number of courses (over 50 in total) is allowed as a pool of alternative courses, based on college-specific distribution pool, such group of courses can be listed as XXXXXX, and the title for such pool listed in Course Group field.
Example 1:
XXXXXX, 3 credit hours, N, general education
XXXXXX, 3 credit hours, N, general education
Meaning: “Take any two general education courses for 3 credit hours each from the college course catalog”.
Example 2:
XXXXXX, 6 credit hours, N, general education
Meaning: “Take any general education course for 6 credit hours from the college course catalog”.

Course footnotes.
Any additional information or condition that cannot be listed through existing standard fields should be assigned a footnote number and listed in the course footnotes.

Program information file.
This file is used to collect any additional information related to the program as a whole: articulation agreements (if applicable), contact person information, nature of the program modifications and anything else a colleges finds necessary to include into submitted program description.

Course catalog file.
Includes all courses available in the colleges' course catalog. Colleges are encouraged to synchronize the course numbers in this catalog with existing common course numbers.

A. AS-28 course form				
Field	Data Element	Pos.	Len.	Field Description
A	Course ID	1-3	3	Indicate numeric order of the course within entire program application (courses that share the same college, CIP and Campus), regardless of the number of options listed under each program. For example, if the program has more than one option, start with number 1, and continue without interruption until all courses under all options are marked with consecutive numbers. NUMERIC. Examples: 1, 3, 45.
B	Option ID	4-6	3	Indicate numeric order of the course within each option of each program application (courses that share the same college, CIP, Campus and option). For example, if the program has more than one option, start with number 1 and continue until the last course within the option. Then start with 1 again, and repeat the same sequential numbering for all options. NUMERIC. Examples: 1, 3, 45.
C	College Number	7-8	2	The two character District Number (01 through 16). TEXT. Examples: 01,05,16.
D	Campus	9-38	30	If the course content is approved separately by campus under the same program number, indicate the campus. Otherwise, use "N/A" (Example: Muscatine Community College). Do not leave blank. TEXT. Example: Peosta, N/A.
E	CIP Number	39-48	10	10 digits including leading zeros. TEXT. Example: 0102130200, 5101130200.
F	State Title	49-98	50	State Title for the program, exactly as in Program Master or CIP table. TEXT.
G	Identification Code Set -Instructional Level	99-100	2	03 = Postsecondary. TEXT. Example: 03.
H	Identification Code Set-Type - Program, Course, Service, and/or Activity	101-102	2	02 = Full-Time Preparatory 03 = Short-Term Preparatory 06 = College Parallel/Career Option 07 = Part-Time Preparatory 12 = Preparatory Advanced Standing 32 = Shared Full- Time Preparatory 33 = Shared Short-Term Preparatory TEXT. Examples: 03, 12
I	Identification Code Set-Special Emphasis	103-104	2	04 = Apprentice (Non-IDED Funded) 11 = No Special Emphasis 35 = Reciprocal Agreement TEXT. Example: 04.
J	Identification Code Set-Object and Purpose	105-106	2	03 = Credit TEXT. Example: 03.
K	Length of the program in weeks	107-109	3	Length of the main program option in weeks. NUMERIC. Example: 4, 48, 68.
L	Local name	110-159	50	Local name of the program or program's option. TEXT. Example: Nursing Aide.

A. AS-28 course form (continued)

Field	Data Element	Pos.	Len.	Field Description
M	Award Type	160-165	6	Indicate type of award for the program or program options in the following sequence: two year award(s) (AAS, AAA, AGS), diplomas (DIPL), certificates (CERT). If more than one award (type of award) is offered as options, assign consecutive numbers to award types (Example 1: if AAS = main award, assign AAS1 to a two year-degree option; if there is also a diploma option after that, assign DIPL2; if there is a certificate as an option, assign CERT3, etc.)* *ASCO programs are listed as separately with all their options, even when they share the same CIP with AAS programs. TEXT. Examples: AAS, AAA1, DIPL, DIPL3, CERT, CERT5.
N	Course discipline (prefix) title	166-215	50	Title assigned to course discipline. TEXT. Example: Accounting.
O	Course discipline (prefix)	216-218	3	Three alpha characters assigned to the course discipline (prefix). TEXT. Examples: MAT, DSL.
P	Course title	219-268	50	Title assigned to a course. TEXT. Example: Introduction to Surgical Technology
Q	Course number	269-271	3	Three numeric characters assigned to the course. TEXT. Examples: 096, 234.
R	Term	272-273	2	Term number. List courses under consecutive term numbers: first, all courses under term 1, then those under term 2, etc. Exception: use "0" to indicate the term for all prerequisite courses or programs. "0" can be used before any term of a program to indicate prerequisites for the program, or a particular term. NUMERIC. Examples: 0, 1, 10.
S	Term Length	274-277	4	Indicate the length of the term (not course) in weeks. Use the same number of weeks for all instances of the same term within a program or program option. NUMERIC. Examples: 12, 8,16.5.
T	Course Credit Hours	278-222	5	Number of credit hours assigned to a course. NUMERIC. Examples: 1, 12, 3.5, 15.75
U	Course Contact Hours: Lecture	223-228	6	Number of lecture contact hours assigned to a course. If no contact hours in this category, use 0. DO NOT LEAVE BLANK. NUMERIC. Examples: 33, 49.5.
V	Course Contact Hours: Laboratory	229-234	6	Number of laboratory contact hours assigned to a course. If no contact hours in this category, use 0. DO NOT LEAVE BLANK. NUMERIC. Examples: 33, 49.5.
W	Course Contact Hours: Clinical	235-240	6	Number of clinical contact hours assigned to a course. If no contact hours in this category, use 0. DO NOT LEAVE BLANK. NUMERIC. Examples: 33, 49.5.
X	Course Contact Hours: Work Experience	241-246	6	Number of work experience contact hours assigned to a course. If no contact hours in this category, use 0. DO NOT LEAVE BLANK. NUMERIC. Examples: 33, 49.5.
Y	Tech Core	247	1	Tech core course = 1, Not Tech Core = 0 TEXT. Examples: 0, 1

A. AS-28 course form (continued)

Field	Data Element	Pos.	Len.	Field Description

Z	Type of Course flag	248-249	2	N = This course has no alternatives M= This course has alternatives that follow it M1=This course is a part of a group that starts alternative sequence A= This course is alternative to the preceding, following, or both A1 = This course is a part of an alternative group 1 A2 = This course is a part of an alternative group 2 O = This course is optional TEXT. Examples: N, O, A2. DO NOT LEAVE BLANK.
AA	Course group	250-299	50	Title for a group of courses that encompasses a large standard entity. This title must be listed in the college course catalog file exactly as it is listed in this field. TEXT. Examples: Humanities; Technical Core.
AB	Course footnote number	300-312	3	Number of this footnote. Assign unique numbers to the courses within the same program that share the same footnote within this program, regardless of the number of options. Start with 1. TEXT. Example: if courses MAT101, MAT102 and MAT 103 are listed within the same program and share footnote "Take during any term", assign the same footnote number, e.g., 1. Leave blank if no footnote number.

C. Program information

B. Footnotes

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	The two character District Number (01 through 16). TEXT. Examples: 01,05,16.
B	Campus	3-32	30	If the course content is approved separately by campus under the same program number, indicate the campus. Otherwise, use "N/A". TEXT. Examples: Muscatine Community College; N/A. Do not leave blank.
C	CIP Number	33-42	10	10 digits including leading zeros. TEXT. Example: 0102130200, 5101130200.
D	Course foot note number	43-45	3	Number of this footnote. Assign unique numbers to the courses within the same program that share the same footnote within this program, regardless of the number of options. Start with 1. TEXT. Example: if courses MAT101, MAT 102 and MAT 103 are listed within the same program and share footnote "Take during any term", assign all those courses the same footnote number, e.g., 1. Leave blank if no footnote number.
E	ASCO flag	46		Y = this footnote is for an ASCO program; N = this footnote is not for an ASCO program. TEXT. DO NOT LEAVE BLANK
F	Footnote	47-296	255	Additional information relevant to this course. Do not exceed 255 characters (including spaces), or your information will be truncated.

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16). TEXT. Examples: 01,05,16.

B	Campus	3-32	30	If the course content is approved separately by campus under the same program number, indicate the campus. Otherwise, use “N/A”. TEXT. Examples: Muscatine Community College. N/A. Do not leave blank.
C	CIP Number	33-42	10	10 digits including leading zeros. TEXT. Example: 0102130200, 5101130200.
D	Articulation agreement 1	43-72	30	List the institution this program has articulation agreement with. Leave blank if none or does not apply. TEXT. Example: Iowa State University.
E	Articulation agreement 2	73-102	30	List the institution this program has articulation agreement with. Leave blank if none or does not apply. TEXT. Example: Iowa State University.
F	Articulation agreement 3	103-162	30	List the institution this program has articulation agreement with. Leave blank if none or does not apply. TEXT. Example: Iowa State University.
G	Articulation agreement 4	163-192	30	List the institution this program has articulation agreement with. Leave blank if none or does not apply. TEXT. Example: Iowa State University.
H	Articulation agreement 5	193-122	30	List the institution this program has articulation agreement with. Leave blank if none or does not apply. TEXT. Example: Iowa State University.
I	Intended date of program implementation	123-130	8	Indicate the starting date for requested new/modified program in the following format: ASCI: CCYYMMDD. TEXT. Example: August 1, 2006 would be 20060801. EXCEL: SHORT DATE. Example: 08/01/06.
J	Date of submitted request for new/modified program approval	131-138	8	Indicate the date for this application in the following format: ASCI: CCYYMMDD. TEXT. Example: August 1, 2006 would be 20060801. SHORT DATE. Example: 08/01/06.
K	Date of Approval by Advisory Committee	139-146	8	Indicate the date when the requested changes have been approved by the Advisory Committee in the following format: ASCI: CCYYMMDD. TEXT. Example: August 1, 2006 would be 20060801. EXCEL: SHORT DATE. Example: 08/01/06.
L	Date of modification/new program approval	147-154	8	DE USE ONLY. Date of approval. Format: ASCI: CCYYMMDD. TEXT. Example: August 1, 2006 would be 20060801. EXCEL: SHORT DATE. Example: 08/01/06.
M	ASCO flag	155	1	Y = this footnote is for an ASCO program; N = this footnote is not for an ASCO program. TEXT. DO NOT LEAVE BLANK
N	Status	156	1	DE USE ONLY FOR PROGRAM MODIFICATION DATA. FOR NEW PROGRAM APPLICATIONS, ALWAYS USE “1”.1 = this program is active. 2 = this program is not active. TEXT. DO NOT LEAVE BLANK
O	Contact Person	157-226	70	Name, position and telephone number of the person who completed program information. TEXT. Example: Jennifer Smith, Program Specialist, 515-000-0000.
P	Comments	227-1226	1000	Comments related to this program as a whole. TEXT.

D. Electronic Course Catalog File

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16). TEXT. Examples: 01,05,16.
B	Common Course discipline (prefix)	3-5	3	Three alpha characters assigned to the course discipline (prefix). TEXT. Examples: MAT, DSL.
C	Course number	6-8	3	Three numeric characters assigned to the course. TEXT. Example: 096, 234.
D	General Education Course	9	1	1 =This is a general education course in category “Communications”, 2 =This is a general education course in category “Science and Math”, 3 =This is a general education course in category “Social Science/Humanities”, 4 =This is a general education course in category “Other” (not 1, 2, or 3), 0 = This is not a general education course. NUMERIC. DO NOT LEAVE BLANK.
E	Course group 1	10-39	30	Use to indicate groupings utilized in the programs. TEXT. Examples: Technical Component; Communications; Foreign Languages. Leave blank if no groupings.
F	Course group 2	40-79	30	Use to indicate groupings utilized in the programs. TEXT. Examples : Technical Component; Communications; Foreign Languages. Leave blank if no groupings.
G	Course group 3	80-109	30	Use to indicate groupings utilized in the programs. TEXT. Examples : Technical Component; Communications; Foreign Languages. Leave blank if no groupings.