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*The University of Mississippi*  
*Interoffice Memorandum*

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**MECHANICAL ENGINEERING**

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**TO:** College and School Deans and Department / Program Chairs

**FROM:** Dr. James G. Vaughan, Team Chair – Academic Structure, Campus Management

**DATE:** November 8, 2002

**SUBJECT:** Program of Study Information in Campus Management and  
Course Information in Campus Management

Thank you for your past help in providing information on the various courses and degree programs offered in your school – department. This information was required to help us build the new Campus Management Academic Structure web site. The information you provided has now been entered into the CM computer system and is ready for your review. If you have not visited the web site, go to [ [http://www.olemiss.edu/services/acad\\_index.html](http://www.olemiss.edu/services/acad_index.html) ] and click on Academic Programs and then on 2002 Academic Programs to view this information as it appears on the web. However, since most of us prefer to review and proof printed documents, all programs of study and course information have been printed for your review.

The printed program of study information is being delivered to College – School deans on Nov. 8; the printed course information will follow within a week. I am asking the deans to forward this information to the proper department – program chair for review. I fully realize that the amount of information being given to you for review is very large. However, hopefully you will realize that deans/chairs/faculty are the only group that can properly review this academic information and provide corrections and missing information. The CM team realizes mistakes were most likely made due to the large amount information that we quickly entered into the computer. We must have your help in correcting these mistakes and adding information that was missing at the time of data entry. This may include missing programs of study, missing courses, as well as missing information within these forms.

You are serving a very important review function to the University. The University of Mississippi web site is accessed thousands of times every day. Many of these hits are from potential students looking at the University and trying to determine what programs of study we offer, what is required to get a degree in a particular program, and what courses are offered and/or required in that program. The University catalog has served that purpose in the past, but things are changing rapidly. Today, many students use the web rather than the catalog, and

current students want up-to-date information rather than waiting on the next printing of the catalog. The University decided it had to respond to these changing demands and has done so with the Academic Programs web site.

As you go through your review of the programs of study, think about how this information will appear to potential and current students. Not only should the information presented be correct, it should provide the details that you think a potential or current student might be looking for on the web site and also display it in a pleasing manner. To this end, if you would like to add, delete, or modify the information presented, please feel free to do so. This does not mean that you can change your program of study – this requires approval through all the various councils including approval by the Chancellor. We are looking only for editorial changes. If you make numerous changes, please email them to me at [mejgv@olemiss.edu](mailto:mejgv@olemiss.edu) or provide a floppy disk with the information on it when you return the information packet. This way, we do not have to worry about new typing mistakes in our data entry when we make your corrections.

For the course information, an example course listing sheet is attached that explains the details on the course information sheet. Again, please review this information carefully and make needed corrections. As before, this is not the correct forum for “real” changes to a course; this is only to correct wrong information or provide missing information. If we don’t get the correct data into the CM computer system, then it cannot be used for student course registration, student advising, or student degree audit – processes that are planned to start initial implementation mid-spring 2003. The course data will also serve as the up-to-date database from which future catalogs will be printed. If there is an error in the listing you are reviewing and it is not corrected, the error will be in all University descriptions of this course.

Once you have completed the review, please sign and date the check-off sheet, and return all information to the Dean’s Office that sent you the information. The Dean’s Office will then conduct their final review, if needed, and return all information to the Provost’s Office. The Provost’s Office will check off your review response from a master University list. Please have your response into the Provost’s Office no later than Monday, December 9, 2002. If you have any questions concerning this review process, please contact me at [mejgv@olemiss.edu](mailto:mejgv@olemiss.edu) or 915-5378.

**Distribution:**

College of Liberal Arts

Dean Glenn Hopkins

Dr. Ronald Vernon

E.H. Patterson School of Accountancy

Dean Morris Stocks

Dr. Dale Flesher

School of Applied Sciences

Dean Linda Chitwood

School of Business Administration

Dean Michael Harvey

Dr. Del Hawley

Dr. Ann Canty

School of Education

Dean Jim Chambless

School of Engineering

Dean Kai-Fong Lee

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# Check Off Sheet

Program of Study \_\_\_\_\_

or

Course Listings \_\_\_\_\_

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Received by Provost's Office \_\_\_\_\_ Date \_\_\_\_\_

Received by CM Team \_\_\_\_\_ Date \_\_\_\_\_

Information entered into CM \_\_\_\_\_ Date \_\_\_\_\_

## Program of Study Review Guidelines

This sheet need not be filled out and returned; this sheet is only to help guide you in determining if the needed basic information is provided and is correct. Please make corrections on the actual program of study pages.

Information listed for students to determine what program of study – emphasis area offered?	
Information listed for students to determine special admission requirements to this program?	
Information listed for students to determine any other special requirements for this program?	
University core requirements correct?	
Department – program core requirements correct?	
Department – program specific requirements correct?	
Department – program electives correct?	
Any missing requirements?	

# EXAMPLE COURSE LISTING

Program  
Abbreviation & Course Title  
Number

**Description** Catalog Description (limited to 35 words)

**Credits** Number of credit hours (can be variable – minimum to maximum)

**Instruction Type(s)** If blank, please add the appropriate instruction type based on one of the available instruction types listed below

**Subject Area(s)** Six digits CIP code. See website [http://nces.ed.gov/pubs2002/2002165\\_2.pdf](http://nces.ed.gov/pubs2002/2002165_2.pdf) for possible choices. The text description for this code will be used as a search term for students seeking courses based on a “searchable” word.

**Level** 100, 200, 300, 400, 500, 600, 700, or developmental

**Delivery Mode** If blank, please add the appropriate delivery mode based on one of the approved modes listed below.

**Grading Scale** See possible grading scales below

**Prerequisites** All prerequisites to this course should be listed in tree format. Only the top-level prerequisite(s) from the tree is (are) listed on the web page as the prerequisite(s), although all courses in the tree are enforced. If a minimum grade is required in the top-level prerequisite, the grade is listed. When prerequisite checking is enforced (possibly as early as fall 2003), students will NOT be able to register for courses for which they do not have the listed prerequisites.

**Corequisites (1 way)** All co-requisites required for this course should be listed in tree format. Only the top-level co-requisite(s) from the tree is (are) listed on the web page. A one-way co-requisite implies that the listed upper tree course is a prerequisite / co-requisite for this course, but not the reverse (the tree course does not require this course as a co-requisite). When pre- and co-requisite checking is enforced (possibly as early as fall 2003), students will NOT be able to register for courses for which they do not have the listed co-requisites.

**Corequisites (2 way)** All co-requisites required for this course should be listed in tree format. Only the upper level co-requisite from the tree is listed on the web page. A two-way co-requisite implies that the listed co-requisite course in the tree and this course both require each other as co-requisites. Normally, this would imply that the two courses should be taken in the same semester.

**Also Known As** This section lists the courses that are cross-listed with the present course. If multiple courses are shown in the cross-listing, the upper level course is considered the “Home” course for this group of courses. Course scheduling is controlled by the home course.

**Acceptable Instruction Types:**

Lecture  
Laboratory  
Lecture/Lab  
Clinical Instruction  
Dissertation or Thesis  
Recitation / discussion  
Seminar  
Independent study  
Tutorial  
Studio  
Practicum / internship  
Student Teaching

**Acceptable Delivery Modes:**

Traditional  
Interactive or Compressed Video  
Online, Internet, or Web-based  
Other Distance Learning

**Acceptable Grading Scales:**

ABC  
ABC plus (Law only)  
In Progress  
Pass / Fail  
ZF  
No Grade