

Program Coding Methodology

Approving authority	Academic Registrar
Approval date	8 January 2019
Advisor	Senior Manager Academic Services academicservices-policy-group@griffith.edu.au (07) 373 55372
Next scheduled review	2023
Document URL	http://policies.griffith.edu.au/pdf/Program Coding Methodology.pdf
TRIM document	2018/9007038
Description	This document describes the methodology for assigning program codes for the identification of programs in the Student System.

Related documents

[Program Approval and Review](#)

Program Configuration Collection

[Cross Campus Consistency Guidelines](#)

[Structure and Requirements of Qualifications Awarded by Griffith University](#)

[\[Program Code\]](#) [\[Campus Offering of Programs\]](#) [\[Program Status\]](#)

1. PROGRAM CODE

The program code is a 4 character numeric code, which is unique, where the first digit indicates the level of program as follows:

- 1 = Bachelor degree
- 2 = Bachelor Honours degree (end-on)
- 3 = Graduate Certificate
- 4 = Graduate Diploma
- 5 = Masters
- 6 = Doctorate
- 7 = Higher doctorate
- 8 = Sub-Bachelors award
- 9 = Non-award program, including Continuing Education, Exchange programs, Study Abroad programs

The Program code for a new program is allocated by the Business Systems Services – Student Team as part of the Program Configuration Collection on the delegated authority of the Academic Registrar. Changes to existing program codes are undertaken by the Business Systems Services – Student Team on the delegated authority of the Academic Registrar.

2. CAMPUS OFFERING OF PROGRAMS

A single program code may be applied to the offering of a single program on multiple campuses or a separate program code may be assigned for each or specific campus offerings. The most appropriate strategy should be discussed with an officer from Academic Services delegated by the Academic Registrar.

3. PROGRAM STATUS

When a program is no longer available to admit new students it is removed from the Degree and Career Finder website and the 'Close' year is inserted into the Short Description field in the PeopleSoft Student System against the program. This action is taken after the program has been formally approved for withdrawal by the Deputy Vice Chancellor (Academic). Once Student Administration and Griffith International Admissions staff confirm there are no students who have been made offers for which the University is obliged to cater, a 'last admit term' is applied in the PeopleSoft Student System against the program. Consideration is to be given to students guaranteed places from pathway programs.