

## COCI & CMS Glossary

<b>AI-GS</b>	<i>Acting Instructor – Graduate Student</i>	Under faculty supervision, advanced-to-candidacy doctoral students who have independent responsibility for preparing, instructing, and conducting a course.
<b>AMCULT (AC)</b>	<i>Subcommittee on the American Cultures Breadth Requirement</i>	A standing subcommittee of the Committee on Courses of Instruction. It reviews, coordinates, and takes action on all matters related to American Culture (AC) courses and instructors approved to teach American Culture courses, and reviews petitions to substitute non-AC courses to meet the campus breadth requirement.
<b>CMS</b>	<i>Course Management System</i>	The database of record for all campus courses.
<b>Common Final Exam</b>	--	A type of terminal assessment wherein the Office of the Registrar's Classroom Scheduling unit groups all like course sections into a single period during Final Exam Week.
<b>Course Catalog</b>	--	A descriptive index of courses offered by the campus in a given academic year. CMS is the system of record for all departmental course catalogs. See also: Berkeley Academic Guide
<b>Course Number (Course Number Prefix/Suffix)</b>	--	<p>A course number is the one- to three-digit designation assigned to a specific course. Also referred to as catalog number.</p> <p>A course number prefix/suffix is a one- or two- letter add-on to a course number that distinguishes it from a similarly numbered course. For example, COURSE 100 differs from COURSE 100AC, which also differs from COURSE N100.</p>
<b>Course Proposal</b>	--	A written plan, submitted via the Course Management System, that explains how a series of related lectures (or seminars, labs, etc.) will be structured and implemented (title, units, instructional format, assessment type, etc.). Proposals submitted to COCI fall in the categories of "new" or "modification".
<b>COCI</b>	<i>Committee on Courses of Instruction</i>	A standing committee of the Berkeley Division of the Academic Senate. It reviews, coordinates, and takes action on all matters related to courses of instruction; considers requests for variances in course and graduation requirements; and authorizes the awarding of degrees, certificates, and honors on behalf of the Division degree lists.

<b>CS (SIS CS)</b>	<i>Campus Solutions</i>	The student information system (SIS) that houses the course catalog, class schedule, academic records, and related student data.
<b>DeCal</b>	<i>Democratic Education at Cal</i>	A student organization that supports creation and publicity for student-facilitated courses, where students have the responsibility of proposing and implementing a course under the direct supervisor of an Instructor of Record (IOR).
<b>fa, f/sp, sp, su</b>	<i>Fall, Fall/Spring, Spring, Summer</i>	Shorthand used in CMS to designate the term a course is approved to be scheduled.
<b>GSI</b>	<i>Graduate Student Instructor</i>	Synonymous with Teaching Assistant (TA) at other universities, the GSI is an instructional apprentice that works under the supervision of an Instructor of Record (IOR) to support the preparation, instruction, and related instructional work of a course.
<b>“the Guide”</b>	<i>Berkeley Academic Guide</i>	The public resource for the campus catalog. Formerly available in print, now located online at <a href="http://guide.berkeley.edu">guide.berkeley.edu</a> .
<b>IOR</b>	<i>Instructor of Record</i>	Regularly appointed officers of instruction who have substantial responsibility for the content and conduct of courses (defined in Senate Regulation 750).
<b>IP Grades</b>	<i>In-Progress Grades</i>	In a series of two courses, a student may be awarded an IP grade in the first course as a placeholder until the second course is completed and a single grade is awarded for both courses.
<b>OR</b>	<i>Office of the Registrar</i>	Central campus unit responsible for enrollment, classroom scheduling, academic calendar, and academic records.
<b>P/NP (S/U)</b>	<i>Passed/Not Passed (Satisfactory/Unsatisfactory)</i>	Grading types used in lieu of traditional ‘A’, ‘B’, ‘C’, etc. designations. P/NP is used for undergraduate courses while S/U is for graduate courses.
<b>Pruned / Unpruned (Published / Unpublished)</b>	--	Publication status of a course in the course catalog. Pruned courses are hidden from the catalog and unavailable for scheduling (unpublished). Unpruned courses are displayed in the catalog and available for scheduling (published). Both are types of approved courses.
<b>R&amp;C</b>	<i>Reading and Composition</i>	A college requirement that students must have completed a specific level of knowledge in the areas of literacy and writing.
<b>RRR Week</b>	<i>Reading, Review, and Recitation Week</i>	Instructional days at the end of the fall and spring term set aside for students to reflect on their learning and complete outstanding work prior to Final Exam Week.

<b>SFC</b>	<i>Student-Facilitated Course</i>	A type of courses, typically that fall within organized group study (see Berkeley Division Regulation A230) where students take the lead in proposing and implementing a course of study that is of common interest to a cohort of students. The student facilitator(s) works under the supervision of a designated Instructor of Record. See also: DeCal.
<b>Special Study Courses</b>	--	Particular cohorts of courses, recognized by a designated course number, that are reserved for field, group, and independent study. Also referred to by their course number: field study = 97/197; organized group study = 98/198; and supervised independent study = 99/199.
<b>TIE Code</b>	<i>Total Instructional Effort (Faculty Instructional Activity Types)</i>	Eighteen designations related to the range of course instructional activities. The TIE code for each course is collected for central campus, systemwide, and State Legislature reporting purposes and not governed by COCI.
<b>UCOP</b>	<i>Office of the President</i>	UC's systemwide headquarters, located in Oakland.
<b>Variances</b>	--	Exceptions to policy.
<b>Withdrawn Course</b>	--	A course that is fully retired from the course catalog and no longer has an actively approved status.