

APPENDIX A

**E-Suffix Policy approved by UCC on April 28, 2012**

The E-suffix will be used for online learning (distance education) courses in which more than 95% is taught online.

When entering your E-suffix course in the CAPA system, click the button next to Online Learning Course as shown below.

CAPA Screen for Entering Course Information  
**Enter Information on Proposed Course**

<b>Prefix:</b> e.g., CSCI(MATH)(STAT)	<input type="text"/>
<b>Number:</b> e.g., 2000, 4000/6000	<input type="text"/>
<b>Check Any One (see examples below):</b> No Lab: CSCI 2000 Non-Credit Lab: CSCI 2000-2000L Credit Lab: CSCI 2000L Non-Credit Disc. Group: CSCI 2000-2000D Online Learning Course: CSCI 2000E (more than 95% delivered through distance learning) Service-Learning Course: CSCI 2000S Writing Intensive Course: CSCI 2000W	<ul style="list-style-type: none"><li><input type="radio"/> No Lab</li><li><input type="radio"/> Non-Credit Lab (L)</li><li><input type="radio"/> Credit Lab (L)</li><li><input type="radio"/> Non-Credit Discussion Group (D)</li><li><input type="radio"/> Online Learning Course(E)</li><li><input type="radio"/> Service-Learning Course (S)</li><li><input type="radio"/> Writing Intensive Course (W)</li></ul>
<b>Check Here If Honors Course:</b> e.g., CSCI 2000H	<input type="checkbox"/>