SECTION 6 - COURSE NUMBERING AND DESIGNATIONS

Revised: 05-03-18

6.1 1000-2000 Level Courses
1000 and 2000 level courses deal with fundamental concepts or introductory material, and are preparatory courses providing the foundational material for specialized courses. These courses are normally suited for a wide variety of student backgrounds. It is suggested that 2000 level courses be more specific and detailed than 1000 level courses while maintaining the broad overview concept. In programs shorter than baccalaureate degrees, some 2000 level courses may be much more specific.

6.2 3000-4000 Level Courses
Normally 3000 and 4000 level courses represent a more homogeneous group of students in terms of interest, purpose, and direction. These courses are usually designed for majors and minors in specific disciplines. Although prerequisites may not be required, these courses should be:

Directed toward the more central concepts of a discipline.

Designed so the 4000 level courses are more concentrated, narrower in scope, and involve more independent study, research and projects outside of class than 3000 level classes.

6.3 5000 Level Courses
5000 level courses give a much-needed flexibility to the curriculum. They allow for the extension beyond bachelor degree requirements, preparation for a master's degree, and a natural connection between the two. Care must be taken when designing a 5000 level course to define its purpose carefully so as to avoid confusion. Furthermore, 5000 level courses must identify whether it is an undergraduate or graduate level course. 5000 level courses reserved for the graduate level will be listed with a G extension to the number (5000G). The committee recommends the following categories:
Workshops

**Refresher/recertification - prerequisite:** bachelor's degree or permission of instructor.

**Up-grading skills/recertification - specified prerequisites.** Courses would be designed to improve student knowledge or skills from a general background to a specific area or to become skilled in a related field.

**5th year programs-specific prerequisites.** Many campuses offer bachelor's degree programs that take five years. If we develop such programs, courses normally taken in the fifth year would have 5000 numbers. These courses could be applied toward a degree according to the following guidelines:

**Bachelor's degree** - Students may use 5000 level courses toward a bachelor's degree as approved by the academic advisor in the major and the instructor.

**Master's degree** - The committee recommends that **no more than 25% of the total master's degree credit hour** requirements be from any combination of 3000, 4000 and 5000 level courses.

6.4 **6000 LEVEL COURSES**

6000 level courses are master's degree courses.

6.5 **MIXED LEVEL COURSES**

Mixed level courses are those taught at different academic levels, i.e. 2000/4000, 4000/6000, or 5000/6000. The syllabi need to show that assignments are appropriate for the different levels.

6.6 **COURSE NUMBERING SYSTEM**

0010-0990 Non-credit, Remedial & Terminal (do not satisfy baccalaureate requirements & are nontransferable).

1000-1990 Freshmen (lower division)

2000-2990 Sophomore (lower division)

3000-3990 Junior (upper division)

4000-4990 Senior (upper division)
5000-5990 Post-Baccalaureate
6000-6990 Master's Degree
2970/
2980/
3980 Interdisciplinary
— 800 Individual Research
— 810 Experimental
— 830 Directed Readings
— 860 Practicum
— 890 Coop Work Experience
— 920 Workshops, Special Conferences, & Telecourses
— 950 Field Trips
— 990 Seminars

6.7 COURSE DESIGNATIONS

A. Definition

Course designations are short acronyms embedded in the course title that identify specific elements of content and/or pedagogy within a course. Content refers to a focus on agreed upon outcomes. Pedagogy refers to a focus on use of specific types of instructional approaches or strategies.

The purpose of designations is to support the organizational mission by increasing:

(i) Advising transparency for students
   a. Identify required course work such as General Education or Diversity courses.
   b. Identify specific content and pedagogy that may inform appropriate course selection.

(ii) Institutional identification by making visible engagement in specific learning outcomes and high impact practices, particularly for under-represented students.

(iii) Facilitation of interdisciplinary study and University curriculum initiatives.

(iv) Third party recognition of University accomplishments, such as Carnegie foundation recognition of the Center for Community Engaged Learning (CCEL) designation.
Leverage for graduates in applying for graduate school or employment, by defining designations on the back of transcripts and/or offering certificates or recognitions for completing a given number of courses.

The scope of a designation may be limited to courses within a specific department or college, or inclusive of courses across the University. A single course may not hold more than three designations.

B. Requesting and Monitoring Designations

Requests to offer a new designation are submitted through Curriculog to centralize data and manage the approval process. The originator submits the application and must be an administrator at the department chair level or higher. The registrar reviews the application and provides feedback regarding feasibility.

The University Curriculum Committee chair determines if the scope of the proposal affects course content or is pedagogical in nature. If focused on pedagogy, then the proposal moves to the Faculty Senate for final approval. If focused on content, then the proposal is reviewed by the same steps as substantive curriculum proposals then to Faculty Senate for final approval.

The Faculty Senate Executive Committee shall review an annual inventory of all active designations. The organization sponsoring the designation is responsible for providing a report summarizing total number of active designation courses that were taught, number of courses that renewed the designation, number of courses newly approved, and number of courses that dropped the designation during the previous academic calendar year.

The Faculty Senate may discontinue a designation that is no longer supporting the organizational mission. Process for Approving Courses to have a Specific Designation.

C. Process for Approving Courses to have a Specific Designation

The campus organization that applies for the designation and receives approval is responsible for approving course application, monitoring renewals, and removing a designation from a course. Campus organizations offering designations will use Curriculog for proposal submissions to facilitate institutional tracking.