



**POLICY TITLE:** INSTRUCTIONS FOR ASSIGNING COURSE NUMBERS

**POLICY PURPOSE:** Numbering of Courses

**BACKGROUND:**

**APPLIES TO:** Everyone

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:** Problem: The current course numbering system has double numbered (undergraduate and graduate) courses, which has led to ambiguous conditions for determining course numbers, confusion regarding enrollment, and ambiguous lines of approval authority.

Solution: Create a numbering system without double numbered courses, which should lead to clear conditions for assigning course numbers, lack of confusion regarding enrollment, and clear lines of approval authority.

Implementation: The course number changes will be effective starting with the Summer 2004 class schedule and all class schedules and catalogs following.

The following course numbering system has been adopted:

<b>Course Numbers</b>	<b>Level of Students</b>
000 - 099	Undergraduate, no credit
100 - 299	Undergraduate, lower division (Freshman, Sophomore)
300 - 499	Undergraduate, upper division (Junior, Senior)
600 - 699	Undergraduate, (upper division) and Graduate (Graduate I)
800 - 899	Graduate (Graduate I: less than 31 graduate hours)
900 - 999	Graduate (Graduate II: more than 30 graduate hours)

In this numbering system, there are no 500 level or 700 level courses. Any course numbered 499 and below is an undergraduate course and will enroll undergraduate students only. Any course numbered 600-699 is a combination undergraduate/graduate course and will enroll both undergraduate and graduate students. Any course numbered 800 or higher is a graduate course and will enroll graduate students only.

In order to implement this numbering system in the most efficient manner possible,

the following instructions should be followed:

1. The attached printout is a listing of all the recorded, approved courses from your department that are listed in the master course system.
2. For each course, use the classifications listed above to determine the appropriate course number.
3. Write the new course number in the space, future course number, on the right hand side of the printout (please write the number clearly).

Example:

<b>Course Number</b>	<b>Course Name</b>	<b>Future Course Number *</b>
HHP 201	Concepts of Physical Fitness	HHP 201
HHP 513	Therapeutic Modalities	HHP 413
HHP 531	Motor Development of Special Population	HHP 631
HHP 731	Motor Development of Special Population	HHP 631
HHP 730	Motor Learning	HHP 830

\* The new course number used in the example assumes that this course number is available.

4. Do not change the department prefix (i.e., HHP, MUS, etc.), the course description, or make any other changes in the course listing except the course number. If you have other changes to make to a course, do so at a later date using the existing course change process.
5. The primary changes will be to courses numbered 500-599, 600-699, or 700-799.
6. Each double numbered course (e.g., 400/700, 520/720, or 515CA, 515CB) MUST be assigned an appropriate course number from one of three options: (a) listed as a 600 level course enrolling undergraduate and graduate students, (b) listed as a 499 or lower course enrolling undergraduate students only, or (c) listed as a 800 or higher course enrolling graduate students only. These are the only options. Caution: When changing a double numbered course, make sure that you write in the new course number for both courses - see example for HHP 531/HHP 731.
7. Each separate 500 level course MUST be assigned an appropriate course number based upon its being designated a graduate course (800-999), an undergraduate course (100-499), or a combination course (600-699).
8. Each separate 700 level course MUST be assigned an appropriate course number based upon its being designated a graduate course (800-999), an undergraduate course (100-499), or a combination course (600-699).
9. There is a university rule that once a course has been removed from the system, the number associated with that course must remain unused for at least six years. This "six year rule" will remain in effect, with rare exceptions considered. Please call the Assistant Provost (4531) to find out the number of years a course has been out of the system.

10. Limited amnesty regarding course approval has been granted for changing course numbers of non-General Education courses, with the following scheme to be used:

a. If you are changing a course number to a lower number (e.g., HHP 377 to HHP 273, HHP923 to HHP 823), no approval by Faculty Senate or Graduate Council is needed.

b. If you are changing a course number by three or more higher number levels (e.g., HHP 177 to HHP 477, HHP 225 to HHP 625), approval is needed from the Academic Affairs Committee of the Faculty Senate, and Faculty Senate.

c. You may change a 100 level course to a 200 or 300 level course, a 200 level course to a 300 or 400 level, a 300 level course to a 400 level, a 500 level course to a 600 level, a 600 level course to an 800 level, a 700 to an 800 or 900 level, and an 800 level course to a 900 level without approval. All of these example changes assumes that the content is appropriate for increasing the course number.

d. If you are changing a course number from an undergraduate course to a graduate course (e.g., HHP 474 to HHP 874), approval is needed from the Graduate Council.

11. All proposed number changes to General Education courses must have the approval of the General Education Committee, Academic Affairs, and Faculty Senate.

12. When you have finished assigning the appropriate course number for courses in your department, make a copy of the printout for yourself (you may have to reduce the printout size [8.5 x 14] on your copier), and send the original to your academic dean by the May 1, 2003 deadline.

All course number changes will become effective for the Summer 2004 term and Fall 2004 semester. When faculty are advising students for the Spring 2003 semester, the old numbering system will be used. When faculty are advising students for the Summer 2004 term and the Fall 2004 semester, the new numbering system will be used.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:**

Course Numbering, Assigning Course Numbers,

**RESPONSIBLE OFFICE:** Provost

**RESPONSIBLE UNIVERSITY OFFICIAL:** Provost

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**CHANGE HISTORY:** Approved by President's Cabinet 04/09/03  
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