

COURSE RENUMBERING GUIDELINES

Course Numbering Concerns

Over the last several years it has become increasingly apparent that the current course numbering scheme is no longer meeting the needs of the university. A summary of the course numbering concerns was presented to Graduate Council and UCUI with a request for development AND guidelines for a new course numbering scheme. The goal was to establish guidelines that created a new numbering scheme that would:

- be comprehensible and transparent to students, faculty, and the outside world,
- allow departments / programs to more clearly indicate course levels, sequencing, and logic of the curriculum,
- be consistent across all departments and programs at the University

Course Renumbering Project

In support of the decision to expand OU courses to a new 4 digit course numbering scheme, Graduate Council and UCUI endorsed a set of guidelines, which included the recommendation to establish reserved course numbers for certain type of courses. A committee was formed to lead the implementation of the course renumbering project. The committee consists of the chairs for Graduate Council and UCUI along with curriculum administrators for Graduate Study, Undergraduate Education, Registrar and the College of Arts and Sciences. The committee members are charged with assisting all departments and programs within the University to renumber all active courses by December 2015.

Course Renumbering Guidelines

As part of the course renumbering project, each department or program should develop a rationale for their course numbering structure. The first digit in the new 4 digit course number should give both students and faculty a good indication of the level of work required in the course. However, the appropriate level of work for a particular course number level is specific to a discipline. Within each discipline, it is expected that a course with a higher level number will have more of the course devoted to higher level thinking such as analysis, evaluation, synthesis and research, or that the content to which these are applied to is more complex.

NEW UNDERGRADUATE COURSE NUMBER SCHEME

Developmental courses

These courses are designated for skill development courses specially designed to aid incoming students with significant deficiencies in their academic background in preparing for courses numbered 1000 and above.

0000 - 0499	Credits earned in these courses cannot be used to satisfy minimal graduation requirements in any academic program. Grades earned in these courses, however, are included in students' grade point averages.
0500 - 0999	Course numbers 0500-0999 are for courses specially designed to enrich academic skills. No more than 16 credits in courses numbered 0500-0999 may count toward graduation requirements.

Lower division courses

Courses at this level describe the scope of a field of study, its core theories and practices using field-related terminology. These courses generally do not have extensive college-level prerequisites (aside from preceding courses in the same sequence). They may require substantial secondary school preparation. While many restrictions exist, many lower division courses are open to all students, not just those majoring in the field. Enrollment restrictions should be noted.

Available Numbers 1000 - 1899	Introductory and elementary courses that are appropriate for first year students and others with no special background. Course in this series will have few if any pre-requisites.	Reserved Numbers 1900 – 1999
Available Numbers 2000 - 2899	These courses might build on materials and knowledge from the 1000 series courses and may have 1000 level courses as prerequisites, still introductory in nature but at a higher level than 1000 level courses	Reserved Numbers 2900 – 2999

Upper division courses

Courses at this level define and explain the structure, styles and practices of the field of study using its tools, technologies, methods and specialized terms. These courses require substantial college-level preparation on the part of the student. Ordinarily this should be indicated in the course description by a discussion of prerequisite background, which will describe to both students and advisors what is expected.

Prerequisite background can be indicated in several ways, among them: (1) specifying particular courses (or their transfer equivalents) which should have been completed prior to enrollment; (2) specifying the minimum grade required in prerequisite courses; (3) specifying a certain number of total college credits which should have been completed prior to enrollment (or an equivalent such as “senior standing”); (4) specifying permission of the instructor or department so that some sort of direct assessment of the student’s qualifications is made.

Available Numbers 3000 - 3899	Appropriate for upper level baccalaureate students, builds on knowledge or skills from 1000 and 2000 level courses and generally includes them as prerequisites, begins to prepare students for employment in their field, or graduate level studies.	Reserved Numbers 3900 – 3999
Available Numbers 4000 - 4899	Advanced upper level undergraduates courses including senior seminars, advanced independent study courses, honors thesis work and may have 3000 level course work as prerequisites. These courses provide a bridge between advanced undergraduate and early graduate work, or employment in their field.	Reserved Numbers 4900 – 4999

NEW GRADUATE COURSE NUMBER SCHEME

Available Numbers 5000 -5899	Courses numbered 5000-5999 are primarily for entry level graduate students and qualified undergraduate students in their last year of an undergraduate degree program.	Reserved Numbers 5900 – 5999
Available Numbers 6000 -6899	Courses numbered 6000-6999 are primarily for master’s students. These courses are restricted to graduate students only.	Reserved Numbers 6900 – 6999
Available Numbers 7000 -7899	Courses 7000-7999 are primarily for PhD and professional doctoral students, but with permission of the faculty adviser, qualified master’s students may enroll provided they have requisite foundation knowledge and have obtained permission from the department or school offering the course.	Reserved Numbers 7900 – 7999
Available Numbers 8000 -8899	Courses 8000-8999 are restricted to PhD and professional doctoral students.	Reserved Numbers 8900 – 8999
Available Numbers 9000 -9899	Course 9000-9999 are reserved for Ph.D. coursework and dissertation research.	Reserved Numbers 9900 – 9999

RESERVED COURSE NUMBER SCHEME

The first digit of a course number (course prefix) identifies the level of the course. The last 3 digits of a course number (course suffix) identifies the reserved course numbers. Reserved course numbers are restricted to specific course types. This will help ensure continuity across the university and be more comprehensible to students, faculty and individuals outside of Oakland University.

UNDERGRADUATE – PREVIOUS RESERVED CODING			UNDERGRADUATE – NEW RESERVED COURSE CODES		
Course Prefix	Course Suffix Previous	Reserved Course Descriptions	Course Prefix	Course Suffix New	Reserved Course Descriptions
4	987	Senior Seminar	1-2-3-4	900 - 909	Special Topic
1-2-3-4	988	Special Topic	1-2-3-4	910 - 919	Special Topic – Study Abroad
1-2-3-4	989	Special Topic – Study Abroad	1-2-3-4	920 - 929	Directed Readings
1-2-3-4	990	Independent Study	3-4	930 - 939	Field Experience
4	991	Directed Research	3-4	940 - 949	Field Placement
4	992	Directed Readings	4	950 - 959	Internship
4	993	Teaching Apprenticeship	4	960 - 969	Practicum
4	994	Field Experience	4	970 - 989	Senior Seminar
				990 - 994	Reserved for expansion
4	995	Field Placement	1-2-3-4	995	Directed Research
4	996	Internship	1-2-3-4	996	Independent Study
4	997	Practicum	4	997	Teaching Apprenticeship
4	998	Senior Project	4	998	Senior Project
4	999	Senior Thesis	4	999	Senior Thesis

GRADUATE – PREVIOUS RESERVED CODING			GRADUATE – NEW RESERVED COURSE CODES		
Course Prefix	Course Suffix Previous	Reserved Course Descriptions	Course Prefix	Course Suffix New	Reserved Course Descriptions
5-6-7-8-9	987	Seminar	5-6-7-8-9	900	Special Topic
5-6-7-8-9	988	Special Topic	5-6-7-8-9	910	Special Topic – Study Abroad
5-6-7-8-9	989	Special Topic – Study Abroad	5-6-7-8-9	920	Directed Readings
5-6-7-8-9	990	Independent Study	6-7-8-9	930	Field Experience/Placement
5-6-7-8-9	991	Directed Research	6-7-8-9	940	Seminar
5-6-7-8-9	992	Directed Readings	6-7-8-9	950	Internship
6-7-8-9	993	Teaching Apprenticeship	6-7-8-9	960	Practicum
6-7-8-9	994	Field Experience	5-6-7-8-9	970	Independent Study
					Reserved for expansion
6-7-8-9	995	Field Placement	6-7-8	995	Graduate Research
6-7-8-9	996	Internship	6-7	996	Master's Project
6-7-8-9	997	Practicum	8	997	DNP or DPT Research Project
6-7 9	998	Master's Project DNP or DPT Research Project	6-7	998	Master's Thesis
6-7 9	999	Master's Thesis Dissertation	8-9	999	Dissertation Research

CLARITY OF RESERVE COURSE NUMBERS

HST 4990

The course rubric identified the subject area (HST)

The first digit of the course number (prefix) represents the level (4)

The last three digits of the course number represents the reserved course type (independent study)

ENG 2988 and ENG 4988

The course rubric identified the subject area (ENG)

The first digit of the course number (prefix) represents the level (2 or 4)

The last three digits of the course number represents the reserved course type (special topic)

ENG 2988 may have multiple section offerings. The course title will differentiate the special topic.

COURSE RENUMBERING WORKSHEET

INSTRUCTIONS

A separate template (excel spreadsheet) has been prepared for each department by level (undergraduate and graduate). The spreadsheet contains a list of all active* courses by level, with rubric, current course number and course title. The column, entitled **New Course Number**, will be used by the department or program to enter the new 4-digit course number AND the column, entitled **Comments**, is available for notes or further explanation. Course Titles may not be modified on this worksheet. Departments must utilize this spreadsheet to submit new course numbers.

*active courses do NOT include courses with NO enrollment in the last ten years.

WORKSHEET

Rubric (subject)	Current Course Number	New Course Number	Course Title	Comments
CHM	523	5523	Advanced Organic Chemistry	

KEEP IN MIND

- Use this as an opportunity to review your course offerings/curriculum as a coherent group. Consider creating regular courses for any courses that you offer repeatedly and regularly under the Special Topics number.
- An academic department that wishes to delete a course OR renumber a current undergraduate course to a graduate course OR a current graduate course to an undergraduate course, beyond two levels, must submit a *Course Action form* for approval through the normal governance process.
- Adhere to numbers specified under the Reserved Course Numbers for certain types of courses. This will ensure continuity across the university in the numbers that are used for Special Topics courses, Independent Studies, Directed Readings, Dissertation, etc.

Example, X988 may NOT be used for anything other than a Special Topic course

- Undergraduate courses approved for matching competency credits are included in the worksheets. The same naming convention, currently used to identify competency credits (xxxP) will continue to be used with the 4-digit numbering system.

Current Course Number	New Course Number
JRN 352 – Internal Public Relations	JRN 3520 – Internal Public Relations
JRN 352P – Internal Public Relations	JRN 3520P – Internal Public Relations

- University policy prohibits cross listing of courses that are more than 1000 level apart (i.e. XXX 1000 with XXX 2000, but not XXX 1000 with XXX 3000). Only approved 4000 and 5000 level slash courses can be cross listed between graduate and undergraduate. All slash courses (4000/5000) must have separate syllabi and assignments approved for each level of the course.

For all approved 4000/5000 level slash courses, please enter “slash course” in the comments field on the Worksheet.

- Questions regarding undergraduate courses should be directed to Irene Fox and for graduate courses Lynette Folken.

TIMELINE FOR IMPLEMENTATION OF COURSE RENUMBERING

- Guidelines for evaluation and renumbering developed: September 2014



- Course Translation Table developed for faculty to enter changes: October 2014



- Guidelines and Course Renumbering Worksheet distributed to departments and faculty to review and enter a new 4-digit course number: November 2014



- Project Committee develops internal and external communication plans: Begin October 2014
 - Internal: Strategy and timeline for conveying reasons for renumbering; high-level explanation of technology and implementation plan; Banner® modules and other (for example, online catalog) media affected and how; project timeline
 - External: Strategy and timeline for conveying high-level explanation of reasons; media affected; Effect on, or transition plan that's necessary for, students; high-level project timeline



- Departments. submit new course renumbering data in Course Renumbering Worksheet: Due no later than December 1, 2015



- Undergraduate Education and Graduate Study begin reviewing the Course Renumbering Worksheets submitted and clean data in Banner®, including new prerequisite/co-requisite numbers: December 2015



- Undergraduate Education and Graduate Study submit Course Translation Table to SIG: January 31, 2016



- SIG begins coding for conversion from Course Translation Table: February 2016



- Testing by OU occurs: May-June 15, 2016



- Fall 2017-Summer 2018 schedules rolled forward (with 3-digit courses): June 16, 2016



- Renumbering conversion runs in Production: June 23, 2016



- Fall 2017-Summer 2018 schedules converted utilizing Crosswalk for Schedule Build: July 1, 2016



- Expected curriculum changes for Fall 2017 catalog received: December 2016



- CAPP team updates logic in program requirements and prerequisite areas, builds new programs reflecting new numbers: December 2016



- CAPP changes completed, if possible, before Fall orientation: May 2017