

UAR NUMBER: 102.01

TITLE: Course Numbering

ORIGINATOR: Vice President for Academic Affairs

INITIAL ADOPTION: 01/13/1992

REVISION DATES:

PURPOSE: To establish the appropriate class level for course numbers.

PROCEDURAL REFERENCES:

Other - Advising Procedures

SCOPE (Who is covered by this UAR?): Undergraduate and Graduate Students.

DESCRIPTION:

Course Numbers: Courses are numbered as follows:

| | |
|-----------|---------------------------|
| Below 100 | Developmental Courses |
| 100 - 199 | Freshman Courses |
| 200 - 299 | Sophomore Courses |
| 300 - 399 | Junior Courses |
| 400 - 499 | Senior Courses |
| 500 - 599 | Senior & Graduate Courses |
| 600 - 699 | Graduate Courses |

Courses may be taken only one level above a student's present classification except for 500-level courses which may be taken at any level below a student's present classification.

A course numbered 500 will be taught at the undergraduate level by graduate faculty, and graduate students enrolled must meet additional course requirements to receive graduate credit for the course. A statement of these requirements must be included in a syllabus and distributed to graduate students enrolled in a 500-level course at the beginning of the semester. The work must be of a tangible nature and be kept on file by the instructor for three years. The Graduate Dean is responsible for monitoring 500-level courses to ensure that appropriate additional work is required to maintain a substantial difference between undergraduate and graduate instruction.

Students in the final semester of undergraduate study who have a minimum g.p.a. of at least 2.5 may apply to enroll concurrently in courses for graduate credit according to the following limitations:

| Semester Hours of Undergraduate Credit Needed | Semester Hours of Graduate Credit Allowed |
|---|---|
| 9 | 3 |
| 6 | 6 |
| 3 | 9 |

If the work for a baccalaureate degree is being completed during a summer term, the combined course load is not to exceed six semester hours. Application for permission to take graduate and special academic programs prior to registration. Forms are available in the Graduate Office. Seniors taking graduate courses pay undergraduate fees. If for any reason requirements for the baccalaureate degree are not completed during the term in question, no further permission will be given to register for graduate courses until regular admission to graduate study has been granted.

Recommended Implementation:

1. Departments will be given until the spring 1991 semester to implement these changes.
2. Catalog copy which reflects these changes will be completed by March, 1991.
3. All university publications which contain information about course numbering must reflect these changes by the spring 1991 semester.
4. The University Undergraduate Curriculum and the Graduate Committee will expedite these changes.

Approved by: C. Nelson Grote, President

Date: 01/13/1992