

## OIGS Policy Proposal 2012.2

### Background:

Currently, ESF has a policy regarding the broad assignment of course numbers or numbering systems, however, there is little specific guidance provided for other aspects of the process used to name, number or title new courses. In particular, there have been recent proposals for new course prefixes, often without apparent necessity.

### Proposed Policies regarding course prefixes, naming, and numbering:

#### Course Prefixes

Typically, each department or division uses a single prefix for all courses offered within the corresponding department or division (i.e., Environmental Studies uses exclusively the prefix "EST"). Where a distinct program exists as a separate or semi-autonomous unit within a department or division, a secondary prefix may be designated and used by that program (i.e., the Environmental Writing Program with Environmental Studies has developed and use the EWP prefix). A new prefix should only be created if all of the following conditions exist:

- The program area for which the new prefix is intended represents a significant departure from the core programmatic offerings of the department.
- A minimum of 6 courses must be created or re-designated to constitute a new prefix area
- A distinct, Committee on Curriculum approved academic program must accompany the creation of a new prefix, such as a new major, minor, or certificate of advanced study.

All proposals for new course prefixes shall be approved by Faculty Governance.

#### Course Numbering

Course Numbering must conform to the following system:

- **100-499** Undergraduate courses for which no graduate credit may be given.  
*Suggested* hierarchies for undergraduate courses are as follows:
  - **100** level courses: introductory level courses with limited or no prerequisites, and typically offered within the freshman year in most curricula
  - **200** level courses: lower division curricular foundation courses typically offered within the sophomore year in most curricula
  - **300** level courses: upper division courses typically offered within the junior or senior year in most curricula
  - **400** level courses: upper division courses with significant specialized content, upper division prerequisites, and typically offered within the senior year in most curricula
- **500-599** Graduate courses designed expressly for areas of specialization in post-baccalaureate programs. Qualified under-graduate students may enroll with permission of the instructor.
- **600-699** Graduate courses designed expressly for advanced levels of specialization. Undergraduate students with a cumulative grade point average of 3.000 or better may enroll in these courses with an approved petition.
- **700-999** Advanced graduate level courses for which no undergraduate students may register.
- Shared resources courses, designated as 400/500, 300/500, or 400/600, are designed when the topic coverage of both courses is the same. Separate course

syllabi are developed expressly differentiating the requirements and evaluative criteria between the undergraduate course and the graduate course. No type of cross listing may be offered unless approved by the ESF faculty.

- Course numbers are officially assigned by the College Registrar.

### **Course Names**

Courses should be named with a priority placed on ease of identifying content, balanced by a need for brevity. The primary limiting factor with regard to course names is the length limit within the *MySlice* registration system of **26 characters**. Names within the college catalog may be longer (currently as many as 85 characters), however, thought should be given to naming courses in a clear, brief, and concise manner, and whenever possible, with fewer than 26 characters.