

Faculty Senate Agenda Item

Number: 08-06

SUBJECT: Course numbering system

COURSE NUMBERING SYSTEM Draft Proposal

- 100 – 199 Lower Division, typically basic or introductory first year post secondary work.
- 200 – 299 Lower Division, somewhat greater degree of academic rigor than at the 100 level.
- 300 – 399 More Advanced Upper Division level in discipline, may include introductory professional coursework requiring lower division pre-requisites.
- 400 – 499 Advanced Coursework in discipline or profession.
- 500 – 599 Graduate Coursework, but does not count toward 30 hour minimum for Masters degree. Often used for foundation or preparatory graduate work.
- 600 – 999 Regular Graduate courses counted toward graduate degree.
- 600 – 799 Master degree level courses.
- 800 – 999 Doctoral degree level courses.

Courses Listed for Both Graduate and Undergraduate Credit

Courses co-listed as both undergraduate and graduate courses:

- are listed as 400- and 600- level courses respectively;
- require that those students taking the course for graduate credit complete additional work at an accelerated level appropriate for graduate credit; and
- that the additional work required for graduate credit is reflected in the course syllabus.

A maximum of eight (8) hours, 2 lab courses of co-listed as both graduate and undergraduate, but taken as graduate credit, can be accepted toward a graduate degree at Washburn University.

Undergraduate students enrolled in such co-listed courses (whether for graduate or

undergraduate credit) pay undergraduate tuition rates, graduate students pay graduate tuition rates.

Undergraduates taking Graduate Courses for Undergraduate Credit: Graduate course offerings (courses numbered 500 and above) may be taken for undergraduate credit only with the approval of the program director/coordinator and the concurrence of the appropriate Dean.

Undergraduates taking Graduate Courses for Graduate Credit: Undergraduate students who meet the following criteria may take up to nine (9) credit hours of 600-, or 700 level graduate courses for graduate credit at Washburn University.

The student should:

- Be of senior standing, and
- Have a GPA of 3.0 or better, and
- Have approval from the program director/coordinator, and
- Have approval from the appropriate Dean or his or her designee

Courses taken for graduate credit at Washburn University as an undergraduate student can count either toward the undergraduate degree or toward the graduate degree, but **cannot** count toward both degrees. Upon enrolling in the course, the student must identify whether the course credit hours should count toward the undergraduate or graduate degree. This decision **cannot** be reversed at a later date. Undergraduate students enrolling in courses for graduate credit will pay undergraduate tuition rates for such courses.

Date: Nov. 2008

Originated by: VPAA's office

Course numbering explanations

Background: Although there is a defined university policy relating to course numbering, that policy has never been uniformly applied, with the result there is at present no consistency in numbering policy among units. Establishing a uniform policy for course numbering makes sense both to clarify university procedures and to make Washburn University numbering more transparent and more consistent with broad national patterns (to ease course transfers and to make Washburn transcripts easier to interpret for others). But such a policy also needs to be sensitive to the particular needs of the full range of Washburn programs (a difficulty with the proposed policy of the College Faculty Council [6 December 2006]).

The basic outlines of the policy proposed by the VPAA's office would make Washburn University course numbers consistent with those broadly employed by other institutions, while retaining enough flexibility to work for all units. Although Washburn does not currently offer the doctorate degree, the numbering system keeps that possibility open for the future.

The undergraduate numbering sequence (100-499) reflects normative practices nationwide. It allows, however, for the special numbering requirements of professional schools, where introductory courses may be taught at the 300 level.

The 500-599 level of graduate coursework, designed to provide a specifically graduate-level designation for courses in which graduate students are making up deficiencies in undergraduate preparation, is necessitated by the requirements of financial aid, which cannot go to graduate students simply taking undergraduate courses.

The other graduate course levels (600-799, 800-999) again correspond to nationwide norms.

In order to ensure that this is a workable system for Washburn University, this proposal should be circulated by the deans to all concerned units as well as to the Registrars office and to those who work with the Banner system.