SECTION 6 - COURSE NUMBERING AND ATTRIBUTES

Revised: 4-12-2022

6.1 1000-2000 LEVEL COURSES

1000 and 2000 level courses deal with fundamental concepts or introductory material and are preparatory courses that provide foundational material for specialized courses. These courses are normally suited for a wide variety of student backgrounds. It is suggested that 2000 level courses be more specific and detailed than 1000 level courses while retaining the broad overview concept. In programs shorter than baccalaureate degrees, some 2000 level courses may be much more specific.

6.2 3000-4000 LEVEL COURSES

Normally 3000 and 4000 level courses serve a more homogeneous group of students in terms of interest, purpose, and direction. These courses are usually designed for majors and minors in specific disciplines. Although prerequisites may not be required, these courses should be directed toward the more central concepts of a discipline and designed so that 4000 level courses are more concentrated, narrower in scope, and involve more independent study, research and projects outside of class than 3000 level classes.

6.3 5000 LEVEL COURSES

5000 level courses are advanced, upper-division undergraduate courses, prerequisite or leveling graduate courses, or graduate courses. 5000-5999 level undergraduate courses may be applied toward a Weber State University graduate degree with program approval. 5000 level credit used to earn the undergraduate degree may not be counted toward a graduate degree, although students may petition a graduate program for retroactive graduate credit for courses taken as an undergraduate under certain circumstances: permission may be granted only if a grade of B or better was earned in the specified courses and if the courses were taken no more than three years prior to the petition. Such graduate credit is limited to six semester hours or two courses.

Beginning spring 2019, new graduate courses should be at the 6000 level; the 5000G designation will no longer be accepted.

The committee recommends the following uses for 5000 level courses:

Workshops

Refresher/recertification - prerequisite: bachelor's degree or permission of instructor.

Upgrading skills/recertification - specified prerequisites. Courses would be designed to improve student knowledge or skills from a general background to a specific area or to become skilled in a related field.

5th year programs - specific prerequisites. Many campuses offer bachelor's degree programs that take five years. If we develop such programs, courses normally taken in the fifth year would have 5000-level numbers. These courses could be applied toward a degree according to the following guidelines:

- **Bachelor's degree -** Students may use 5000 level courses toward a bachelor's degree as approved by the academic advisor in the major and the instructor.

- **Master's degree -** The committee recommends that no more than 25% of the total master's degree credit hour requirements be from any combination of 3000, 4000 and 5000 level courses.

6.4 6000 LEVEL COURSES

6000 level courses are considered graduate level courses. 6000 level courses are typically not available to undergraduates, see CPPM 6.5. 6000 level graduate course credit for professional experience or certifications is not possible, although prerequisite or leveling requirements for 6000 level courses may be waived by the graduate program.

6.5 MIXED LEVEL COURSES (Also Referred to as Cross-Listed)

Mixed level courses are those taught at different academic levels (e.g., 2000/4000, 4000/6000, or 5000/6000). The syllabi need to show appropriate assignments for the different levels. Graduate level courses may only be scheduled concurrently with undergraduate courses when there are substantially different course requirements for graduate students, reflecting a degree of academic rigor appropriate to graduate-level study.

6.6 COURSE NUMBERING SYSTEM

Course numbers may not be re-used. When proposing a new course or a course number

change, ensure the course number is available. Lower division and upper division course numbers will not be made equivalent in the Student Information System and vice-versa. Do not submit separate new course proposal and deletion forms to request a course number change; use the appropriate course revision form (substantive or non-substantive).

0010-0990 Non-credit or Remedial (do not satisfy requirements for all degree types & are nontransferable).

1000-1990 Freshmen (lower division)

2000- 2990 Sophomore (lower division)

3000-3990 Junior (upper division) 4000-

4990 Senior (upper division)

5000-5990 Post-Baccalaureate

6000-6990 Master's Degree

Undergraduate Reserved Course Numbers

 2970/4970 (reserved for future use)
2980/4980 (reserved for future use)
3980 Interdisciplinary
—800 Individual Research—810 Experimental

—830 Directed Readings

—860 Practicum
—890 Coop Work Experience

—920 Workshops and Special Conferences

—950 Field Trips

—990 Seminars

Graduate Reserved Course Numbers

• 6800-6899: Graduate seminars (including methodology and research seminars)
• 6900-6999: Directed reading, individual projects, thesis, etc.
• 6970-6979: Master's thesis research
• 6980-6989: Master's thesis faculty research consultation
• 6990: Master's thesis continuing registration
• 7600-7899: Advanced graduate seminars
• 7900-7969: Doctoral independent study, special topics, etc.
• 7970-7979: Doctoral dissertation and/or project research

- 7980-7989: Doctoral dissertation faculty research consultation
- 7990: Doctoral dissertation continuing registration

6.7 PROGRAM ATTRIBUTES

A. Definition

Program attributes are short acronyms embedded in the course title that identify specific elements of content and/or pedagogy within a course. Content refers to a focus on agreed-upon outcomes. Pedagogy refers to a focus on use of specific types of instructional approaches or strategies.

The purpose of the attributes is to support the organizational mission by increasing:

(i) Advising transparency for students

    a. Identify required course work such as General Education or Diversity courses.

    b. Identify specific content and pedagogy that may inform appropriate course selection.

(ii) Institutional identification by making visible engagement in specific learning outcomes and high impact practices, particularly for underrepresented students.

(iii) Facilitation of interdisciplinary study and University curriculum initiatives.

(iv) Third party recognition of University accomplishments, such as Carnegie Foundation recognition of the Center for Community Engaged Learning (CCEL) attribute.

(v) Leverage for graduates in applying to graduate school or for employment, by defining attributes on the back of transcripts and/or offering certificates or recognitions for completing a given number of courses.

The scope of an attribute may be limited to courses within a specific department or college, or inclusive of courses across the University. A single course may not hold more than three attributes.

B. Requesting and Monitoring Program Attributes

Requests to offer a new program attribute are submitted through Curriculog to centralize data and manage the approval process.

The Faculty Senate Executive Committee will review an annual inventory of all active attributes. The organization sponsoring the attribute is responsible for providing a report summarizing the total number of active attribute courses that were taught, number of courses that renewed the attribute, number of courses newly approved, and number of courses that dropped the attribute during the previous academic year. This report is due to the Faculty Senate Chair by March 31st.

The Faculty Senate may discontinue an attribute that is no longer supporting the organizational mission.

C. Process for Approving Courses to have a Specific Attribute

The campus organization that applies for the attribute and receives approval is responsible for approving course attribute requests, monitoring renewals, and removing an attribute from a course. Campus organizations offering attributes will use Curriculog for proposal submissions to facilitate institutional tracking.

6.8 APPROVAL PROCESS FOR PROGRAM ATTRIBUTES

Step 1: Originator
Step 2: Department Chair
Step 3: Registrar
Step 4: UCC Chair
Step 5: College Curriculum Committee (applicable if restricted to certain college or department)
Step 6: Program Director (applicable if Program Attribute area = Content goes to Program Director)
Step 7: Dean
Step 8: Graduate Council (applicable if graduate program attribute)
Step 9: UCC
Step 10: Executive Committee
Step 11: Faculty Senate
Step 12: Catalog
Step 13: Course Schedule Notification