Course Numbering Policy (revised)

September 2020

Ad Hoc Committee on Accelerated Programs

As reported on the attached document, “Resolution for Updating the Universities Course numbering system”, presented at the September 23, 2019 Senate Meeting, states that the published NJCU policy (9/2019) reads as follows:

**Course Numbering:**

The course numbering system applies to all departments and curricula at the University.

Courses are numbered as follows:

Undergraduate: 100-400

Undergraduate senior and graduate level: 500

Graduate level only: 600-900

This brief list regarding course numbering is posted on the following page:

<https://catalog.njcu.edu/graduate/academic-requirements-policies-procedures/course-numbering/>

The proposed changes suggest that NJCU replace the existing policy with a more complete course numbering as follows:

New Course Numbering System:

The course numbering system applies to all departments and curricula at the University.

Courses are would be numbered accordingly as follows:

**Undergraduate-Level Course Numbering (000 – 499)**

**000-999:** Non-Credit Undergraduate Courses

**100-199:** Undergraduate-Level Degree Credit Courses may or may not require prerequisites but may require placement test results.Certain prerequisites may be exempt upon passing Senate-approved placement tests

**200-299:** Undergraduate-Level Degree Credit Courses that may or may not require prerequisite

courses(s)

**300-499: Undergraduate-Level Degree Credit Courses that require a prerequisite course(s)**

**Graduate-Level Course Numbering (500-799)**

**500 –599:** Graduate-Level Degree Credit Courses in which undergraduates may enroll if the

student meets the requirements.

**600-799**: Graduate- Level Degree Credit Courses Applicable for a Master’s Degree and Post

Baccalaureate Certification Programs.

**Doctorate-Level Course Numbering (800-999)**

**800-899:** Doctoral-Level Degree Credit Courses (other than for credits earned for dissertation

research and preparation).

**900-999:** Doctoral-Level Research/Dissertation Credit Course and Non-Credit Doctoral-Level

Continuation Course.

**Resolution:**

**Course Numbering System:**

In an effort to adapt a more comprehensive policy as suggested, adapt the newly proposed numbering system outlined under the New Course Numbering System. All departments with any undergraduate courses that are at the 500 level (capstone / senior level courses) will be asked to submit requests to renumber courses to the 400-level range. If there is any reason that the department cannot renumber the undergraduate course the department should then submit a rationale as to why the undergraduate course needs to remain at a 500 level.

**Rationale:**

All undergraduate courses currently at 500 level will be renumbered to 400 to adhere to

the newly policy in place. Departments that may have reason for any undergraduate

course that may be required to remain at 500 for certification, degree requirements or

other purposes will have the opportunity to submit justification to be exempt from change

as needed.

**500- Level Course Policy:**

Adapt the proposed policy item numbers 1- 4 with revisions to items 5, 6, 7 to incorporate both revisions previously proposed by the Business and Mathematics department as outlined below:

For courses above 500- level remove the course-level restriction on undergraduate students taking graduate courses, and replace it with the Department Chairs and the college/school Deans approval. For all graduate courses, existing admission constraints, as noted in the draft 500-level course policy would continue to apply.

**Rationale:**

Students may have specific interests that are more closely aligned to their careers. These may not be addressed in the undergraduate and 500-level graduate courses. The Department knows best as to which students are advanced enough to succeed at graduate level material.