

Augusta University

Policy Library

Course Numbering, Cross-Listing, Cross-Leveling, and Suffixes Policy

Policy Manager: Office of Vice Provost for Instruction

POLICY STATEMENT

Augusta University (“AU”) courses must conform to an established numbering system (Prefix, Course Number, Course Suffix) to ensure appropriate levels of rigor for the academic program(s) with which the courses are associated. Course prefixes must match University System of Georgia (USG) established prefixes, [if applicable](#). Courses that are offered via multiple departments must follow cross-listing procedures. Courses that are offered at multiple levels must follow cross-leveling procedures. For courses that serve a special purpose, the appropriate course suffix must be designated. Any changes to number, cross-listing, cross-numbering, and/or suffix must be approved according to the Curriculum Approval policy.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Prefix: A four (4) letter code that identifies the subject area of the course. ART is the only approved three-digit code.

Course Number: The four (4) digit sequence that identifies level of the course.

Course Suffix: A single or double letter identifier after that course number which specifies the course is offered in an approved, special pedagogical format (e.g., BIOL 1107L).

Cross-Leveled: Courses which share common learning outcomes but are numbered and offered at different levels of rigor.

Cross-Listed: Courses which share common learning outcomes, are numbered the same, and have the same level of rigor, but have different prefixes.

PROCESS & PROCEDURES

Course Numbering

Courses should be numbered according to the appropriate level as determined by the stated student learning outcomes of each course.

- 1000-numbered** courses present introductory or general knowledge courses at the undergraduate level. Courses in this level generally have no prerequisites, unless it is part of a sequence.

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Next Review: 3/2024

- **2000- numbered** courses present fundamental knowledge in a particular field or discipline at the undergraduate level. Courses in this level may have prerequisites at the 1000 level.
- **3000- numbered** courses present topics related to major fields and disciplines at an undergraduate level.
- **4000- numbered** courses present more advanced topics related to major fields and disciplines at an undergraduate level.
- **5000- numbered** courses present introductory or general knowledge in a particular field or discipline at a graduate level.
- **6000- numbered** courses present fundamental knowledge in a particular field or discipline at a graduate level.
- **7000- numbered** courses are generally seminars and lectures and are reserved for specialists in educational, professional doctorates, and first-professional degrees.
- **8000- numbered** courses are generally advanced seminar and lecture courses for research-based and doctoral degrees.
- **9000- numbered** courses are advanced seminar and research courses and are to be used only by Doctor of Philosophy degree programs.

Cross-Listing

Cross-listed courses will have different course prefixes but their catalog descriptions must have the same title, numbering, description, fixed (not variable) credit hours, grading mode, repeat rules, and instructor(s). As such, cross-listed courses are considered equivalents and only one of the equivalent courses will be allowed per degree. Special topic, independent study, directed study, thesis, practice teaching, and internship/practicum courses cannot be cross-listed.

An example of cross-listed courses is COMM 4120: Gender and Communication and WGST 4120: Gender and Communication.

Cross-Leveling

Cross-leveled courses will follow the numbering convention described below and will have the same final three digits. The catalog descriptions for Cross-leveled courses will have the same prefix, title, description, fixed (not variable) credit hours, grading mode, repeat rules, and instructor(s). Special topic, independent study, directed study, thesis, practice teaching, and internship/practicum courses cannot be cross-leveled. Cross-leveled courses must show different levels of rigor, with the higher number course being more rigorous. If a course is taken at one level, it may not be repeated at the higher level.

Cross-leveled courses are limited to the following course numbering convention: 3000/5000, 4000/6000, 5000/7000, and 6000/8000. Nine-thousand (9000) level courses may not be cross-leveled.

An example of cross-leveled courses is HIST 4361: Age of Reason and Enlightenment and HIST 6361: Age of Reason and Enlightenment.

Suffixes

The following suffixes may be applied to designate that a course or specific course section carries a special purpose:

- H: Indicates course is approved as part of the Honors Program curriculum.
- K: Indicates a combined lecture/laboratory course.
- L: Indicates a stand-alone laboratory course.

REFERENCES & SUPPORTING DOCUMENTS

Common Course Prefixes Numbers, and Descriptions. University System of Georgia Academic Affairs Handbook 2.4.10.

(http://www.usg.edu/academic_affairs_handbook/section2/C738/#p2.4.10_common_course_prefixes_numbers_and_descriptions)

Comprehensive Standard 9.7 (Program requirements). Resource Manual for the Principles of Accreditation: Foundations for Quality Enhancement. Southern Association of Colleges/ Schools Commission on Colleges. (<https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf>)

RELATED POLICIES

Curriculum Approval Policy: <https://www.augusta.edu/compliance/policyinfo/policy/curriculum-approval.pdf>

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 3/8/2021

President, Augusta University

Date: 3/8/2021