

# Course Numbering & Reuse Policy

- Keywords: Course Numbering
- Policy Number: KC-ACA-3101
- Originally Issued: New
- Revised: N/A
- Effective Catalog Cycle: Fall 2018
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

## Policy Statement

Courses are numbered according to the following plan:

### Course Numbering

000-099	Remedial Courses (No college credit)
100-299	Lower Level Undergraduate Courses
300-499	Upper Level Undergraduate Courses (Some upper level courses may be taken for graduate credit)
500-2999	Currently Not Used
3000-4999	Dental Hygiene Undergraduate Courses
5000-5999	Graduate Level Courses
6000-6999	School of Dentistry Courses
7000-7999	School of Pharmacy Courses
8000-8999	School of Law Courses
9000-9999	School of Medicine Courses

## **Reuse of Course Numbers for New Courses:**

Currently, a course number that has been used previously for a course in a specific discipline and subject cannot be reused. With the growing numbers of Academic Units running out of numbers in select subjects, it has been proposed that course numbers can be reused if these course meet the following criteria:

- The Subject and Course Number have been inactive and not printed in the catalog for a minimum of 20 years
- There is no duplication of the course listed under a different subject and class number

## **Reason for Policy**

The policy has been developed to provide Academic Units the ability to reuse course numbers when needed that align with the proposed policy.

## **Who Should Read this Policy?**

Faculty, Academic Advisors, Deans

## **Instructions, Procedures and Related Information**

Office of Registration and Records

## **Contacts**

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## **Exclusions**

None

## **History & Updates**

N/A

## **Appendices**

N/A