Graduate Program Manual
Operating Policy and Procedure

SON OP 40.430: Course Numbering

PURPOSE: The purpose of the Course Numbering policy is to detail the standard method for numbering courses in the graduate program. This policy reflects typical college and university procedure designed to convey important course information by numerical code.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE

1.0 Policy

The method of course numbering reflects four items of information. The “NURS” represents a course taught by School of Nursing faculty, a nursing course, approved through the School of Nursing. The first digit on the left of the four digit course number indicates the level of typical classification of students taking the course. Courses numbered 5000 and 6000 are master’s level. Courses numbered 6000 and 7000 are doctoral level. The second digit indicates the semester credit hours of the course and the third digit creates the unique number for the course. The fourth digit also indicates a unique course within a series of courses. The "CL" following a course number denotes a clinical laboratory course.

The numbers in parentheses on course syllabi and descriptions indicate first, the total number of credit hours for the course, next the number of didactic hours per week and third, the number of clinical/laboratory hours per week.

TL:bc
7/81
Revised: SD:bs/11/15/02; BAJ:tb 08/03; BJC:gb 10/25/07; BJC:gb 12/08; Reviewed BJC/MSN/DNP Councils 12.2014; MSN Council 12/2016; Graduate Program Council 11/26/2018