Operating Policy and Procedure

SON OP 30.030 - Course Numbering Policy

PURPOSE
The purpose of the School of Nursing Course Numbering Operating Policy and Procedure (SON OP) is to reflect University procedure designed to convey course information by numerical code.

REVIEW
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE

The method of course numbering reflects four items of information.

1. Departmental Abbreviation: The “NURS” represents a course approved by faculty and taught within the School of Nursing.

2. Number Code: The first digit on the left of the four digit course number indicates the level of classification of students taking the course. Courses numbered 3000 are junior level and 4000 level are senior courses, both considered upper division courses. The second digit indicates the semester credit hours of the course. The third and fourth digits are assigned by the Office of the Registrar and are unique to the course.

3. Code System: The “CL” following a course number denotes a clinical course.
   - F: Face to face course with the instructor(s) and students in the same location.
   - H: A course with the majority (> 50% but < 85%) of the planned instruction occurs when the instructor(s) and students are not in the same location.
   - O: Assigned when 85% or more of the planned instruction occurs when the instructor(s) and students are not in the same location.
   - IVC (Interactive Video Conferencing): For a course in which synchronous instruction is delivered via two-way transmission between an instructor and students who are not in the same location.

4. Credit Number System: The numbers in parentheses (i.e. 3:3:0) in a course catalog, and course syllabi indicate first, the total number of credit hours for the course, the second number indicates the didactic hours per week, and the third number the clinical/laboratory hours per week.