University Policy 1.01.08	Course Numbering

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POLICY STATEMENT

Each Capella University course is identified by a unique, two-part course number. The first part, the subject, consists of a prefix and, when necessary, a designator; both are alphabetic characters. The second part is the numeric catalog number. A subject area is no more than four characters in length and a catalog number is four characters in length. Course numbers are established by the Academic Offerings Steering Committee and maintained by the Admissions & Records Operations department and reflect the general subject area of the course, a specific type of course (if necessary), and the level of the course.

Each catalog number represents a unique course and is an indicator of the level of learning for that course, as follows:

- Numbers beginning with 1 and 2 represent lower-division undergraduate courses.
- Numbers beginning with 3 and 4 represent upper-division, advanced-level undergraduate courses.
- Numbers beginning with 5 and 6 represent master's-level graduate courses.
- Numbers beginning with 7 and 8 represent doctoral-level graduate courses.
- Numbers beginning with 9 represent comprehensive examination, capstone, and dissertation courses.

RATIONALE

This policy establishes a university course numbering system designed to ensure that all course numbers are based on an established set of principles, easily understood, and reflect industry best practices.

DEFINITIONS

Catalog Number
A catalog number is the four-digit number indicating the level of learning of a course.

Course Number
A course number is a course-specific identifier consisting of a subject (which includes a prefix and, when necessary, a designator) and a catalog number.

Modular Program
Modular programs are offered only in the FlexPath delivery model and are designed to segment components of courses and their respective competencies into smaller, focused modules of direct assessment.

<u>Subject</u>
The subject consists of a prefix that indicates an area of study and, if necessary, a designator that indicates a specific course type.
Examples:
- PSY indicates a psychology course.
- PSY-R indicates an on-site residency course in psychology.
- PSY-V indicates a virtual residency course in psychology.
- PSY-FPX indicates a FlexPath course in psychology.
- COM-H indicates an honors course in communication.

PROCEDURES
I. Assignment of Course Numbers
   A. Recommendations for a unique course number are made by the Academic Offerings Steering Committee during the course development process.
   B. The registrar reviews and approves new course numbers under the authority of the provost.
   C. Upon approval, the Admissions & Records Operations department inputs the unique number, consistent with the definitions, for each course.

II. Course Number Components
   A. Prefix
      1. The prefix reflects the course's general area of study, represented by the academic organization with which it is affiliated in the academic structure (e.g., PSY for psychology courses).
      2. The prefix does not represent the degree level of a course unless directed by industry standard.
      3. The prefix is typically composed of up to four alphabetic characters but may include five alphabetic characters if guided by industry standards and external governance for that academic area of study.
      4. Inactive prefixes should not be reused or redefined unless required by industry standards.
   B. Designator
      1. Designators are used only when it is necessary to indicate a specific course type. They appear on the transcript key.
      2. Designators cannot exceed three alphabetic characters.
   C. Catalog Number
      1. The catalog number is composed of four numeric characters.
      2. The catalog number represents a unique course and is an indicator of the level of learning for that course.
      3. In select cases that require advanced graduate learning, especially for licensure/certification-track programs, 7000- and 8000-level course numbers may be assigned for courses that share master's/doctoral level learning as appropriate. These courses cannot be included in any bachelor's programs including advanced master's pathways.

4. The catalog number may be followed by an alphabetic character to indicate a course from a modular program.

POLICY OWNERS
Academic Owner: Provost or Academic Offerings Manual Steering Committee
Operations Owner: Admissions & Records Operations

RELATED DOCUMENTS
University policy 3.02.01 Program and Course Development

REVISION HISTORY
Original Policy Approval Date: February 22, 2007
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