

# COURSE NUMBERING POLICY

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All courses carry four credits unless otherwise indicated. Prerequisites, if there are any, are listed at the end of each course description.

100/200-level courses are introductory and intermediate courses usually taken during the freshman/first-year and sophomore years.

300/400-level courses are upper division courses, usually taken by juniors and seniors.

500 and 600-level courses are graduate courses but are open to senior undergraduates with permission of the appropriate academic program chair or school dean.

## College-Wide Numbering Policy

All courses ending in the two digits "90" will be rotating special topics courses (that may be repeated by students for credit as topics vary).

All courses ending in the two digits "98" will be independent studies.

All courses ending in the two digits "99" will be experimental courses.

The registrar shall be authorized to adjust the numbering of extant catalog courses to bring them into compliance with the standardized numbering system. Before making these adjustments, the registrar shall also consult with chairs regarding any changes to their program's course numbers.

The College ISP numbering requirement: "Numbers for ISP and non-ISP courses cannot have the same number (e.g., HIST-161 and IHIST-161)", shall not apply to any of the above types of courses since they are conceptual types of courses rather than indicating course content.

## Experimental Course Policy

Experimental courses are numbered as 199 (introductory), 399 (advanced), and 599 (graduate). They may be offered as variable credit (1-4 credits) with permission of the program's faculty and the appropriate school dean. Any experimental course topic may be offered no more than twice. This policy includes offering an experimental course more than twice with an alteration to the course title or offering the same course topic at a different course level. If a topic is to be regularly offered, then it needs to proceed through the curriculum process and become a course listed in the catalog. Department Chairs and the relevant Dean's Office shall enforce this policy.

Since courses with the prefix of KSC serve the entire college, the Office of the Provost acts as both the chair and dean in terms of curricular oversight and supervision. The Provost or their designee shall enforce all the above policies regarding KSC experimental courses. All new KSC courses are sponsored by the Office of the Provost and are reviewed by all school curriculum committees, the Senate Curriculum Committee, and by the College Senate.