

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Levels and Numbering of and Enrollment in Courses

NUMBER: 2:8

The common system describing the levels and numbering of courses promotes the common course numbering concept across the system, facilitates student transfer of credit between institutions, and reduces the complexity needed to generate system management reports. This policy, providing for consistent descriptions on levels and numbering of courses, shall be in place on each campus no later than the fall of 1997.

1. Course Numbering

A. Pre-College

001-099 Pre-college, remedial skills, special improvement (non-degree credit)

B. Undergraduate Courses

100-199 Freshman level

200-299 Sophomore level

300-399 Junior level

400-499 Senior level (may be dual listed with 500 level graduate course)

C. Graduate Courses

500-599: Entry level graduate (may be dual listed with a 400 level undergraduate course and may include limited enrollments by undergraduates)

600-699: Graduate level (undergraduate enrollment only by exception)

700-799: Graduate level (Graduate students only)

800-899: Doctoral and post-doctoral level (Doctoral and post-doctoral students only)

D. Experimental Courses

Experimental courses can be offered for a maximum of two times before formal approval is received, but they must be reported through the system curriculum approval process.

2. Explanation of Course Levels

A. Lower Division Courses

Lower division courses are numbered 100 and 200. Typically they require no or limited prerequisite background in the discipline. They also may have one or more of the following characteristics:

1. They are introductory courses or part of a series of basic courses in a discipline.
2. They are courses that may be counted in majors, minors, electives, the System general education requirements and/or institutional graduation requirements.
3. They are used at the basic level in baccalaureate programs.
4. They are used in associate degree programs.

Lower division courses increase the knowledge students have of subjects with which they are already familiar, introduce them to new subjects, and/or establish a foundation for them to study a major subject in depth.

Lower division courses usually are tightly structured with the expectation that students are to receive considerable instructional guidance in the learning process. Instruction at the lower division level normally is informational and emphasizes learning skills; it usually entails the use of text materials or resources provided by the instructor or acquired through library or other resources. The intellectual skills emphasized in lower division courses include comprehension, analysis, synthesis, evaluation, and application of knowledge, but these competencies are not stressed to the same degree they are in upper division courses. Evaluation of student performance at this level typically tests information, concepts, and skills, but may include aspects identified below for upper division courses.

B. Upper Division Courses

Upper division courses are numbered 300 and 400. Typically they build on the background of the lower division. They also may have one or more of the following characteristics:

1. They are built on a foundation of prerequisite lower division courses in general education, a discipline, or related field of study.
2. They may be included in the institutional graduation requirements.

3. They synthesize and integrate knowledge and skills from several specific areas in a discipline or from related disciplines.
4. They are used primarily in bachelor's degree programs.

Upper division courses enable students to study a major field in depth by building upon and integrating the knowledge they have gained in the lower division. However, upper division courses may also be an introduction to sub-fields in a discipline. Upper division courses are characterized by more flexible structure, which allows for a variety of approaches to the subject matter, a wide range of course material, and an emphasis on independent study and/or research in the laboratory, library, studio, or community. Students are expected to accept increasing responsibility for their own learning both inside and outside the classroom. Upper division courses typically emphasize comprehension, analysis, synthesis, evaluation, and application of knowledge. Evaluation of student performance at this level stresses such outcomes as comprehension and understanding of concepts, the ability to solve problems, and to integrate knowledge.

C. Graduate Courses

Graduate courses are numbered 500, 600, 700, and 800. Typically, graduate courses are restricted to students who have successfully completed a bachelor's degree. They also may have one or more of the following characteristics:

1. They typically build upon a foundation of undergraduate courses in a single or related disciplines.
2. They require intellectual maturity of students and stress independent study.
3. They emphasize the use of library, studio, laboratory, community, and field-based facilities and resources in ways commensurate with the level of learning.
4. They are used in master's, specialist, doctoral, and post-doctoral programs.
5. They may be used for special students or special post-baccalaureate certificate programs and studies.

The primary function of graduate courses is to broaden the perspective and deepen the advanced knowledge students have of a particular discipline or professional field of study or to provide students with initial preparation in an advanced professional field that requires foundational knowledge and experience in a related discipline or field of study.

Graduate courses should be characterized by a high level of complexity and generalization in the study of a particular subject. They are structured in a manner

that allows for a variety of approaches to the subject matter, a wide range of source material, considerable student interaction, and a significant emphasis on independent study and/or research in the library, laboratory, studio, or community. They are designed to extend the knowledge and intellectual maturity of students beyond the baccalaureate level. They are intended for students who are capable of analyzing, exploring, questioning, evaluating, and synthesizing knowledge. Evaluation of student performance in graduate courses entails a variety of means and is commensurate with the level of complexity of these courses.

D. Multiple Numbered Courses

This is a concept used to manage curriculum and faculty assignments. In this approach, a given body of content is available in separately approved courses at the two different levels. It is assumed that each of those courses is needed, one for each level of curriculum. However, in the context of curriculum and resource management, the institution may make the decision to teach those two courses simultaneously by one faculty member. Different levels of expectations would be stated for the students. Separate course syllabi outlining these different expectations or a segment of the common syllabi that clarifies these differences, based on the characteristics described in A, B and C above, would be made available and on file. Multiple numbered courses must be properly approved, documented, and monitored for quality and maintenance of standards. Two types of multiple numbered courses are acceptable. Undergraduate studio and ensemble courses may be multiple numbered (100, 200, 300, 400), and senior and entry level graduate courses may be dual numbered (400/500). Multiple numbered courses do not have to be used on a campus, but, should they be used, initiation is accomplished by approval of the appropriate course proposals and would follow these guidelines.

E. Use of Workshop Credit in Graduate Programs

No more than 3 graduate credit hours in any graduate program can be a workshop. Workshop courses at the graduate level are numbered 593, 693, 793 or 893.

F. Use of 500 Level Courses in Graduate Programs

No more than 50% of the credit hours in any graduate program can be at the 500 level.

3. Enrollment in Courses

A. Undergraduate Courses (001-499)

1. All undergraduate and graduate students enrolling at Regental universities in courses numbered 001-499 shall be admitted as an undergraduate student (either_degree seeking or non-degree seeking) and registered at the undergraduate level. For all undergraduate and graduate students enrolling at Regental universities in courses

numbered 001-499, the courses shall be recorded on the transcript at the undergraduate academic level and included in the calculation of all undergraduate grade point averages.

2. When an undergraduate course is used on a converted credit basis to meet graduate plan of study requirements at Regental universities, the course shall be recorded on the transcript at the undergraduate academic level with the credit hours approved for the course and then duplicated at the graduate level through an internal transfer policy (Refer to BOR policy 2:5.15). At the undergraduate level, the credit is included in the calculation of the undergraduate institutional grade point average and the undergraduate cumulative grade point average at the full credit rate. At the graduate level, the credit is included in the calculation of the graduate institutional grade point average and the graduate cumulative grade point average at the converted credit rate.
3. Undergraduate courses required as prerequisites in preparation for registration in graduate courses shall be recorded on the transcript at the undergraduate level and will not be duplicated at the graduate level because the courses are not a part of the Regental graduate plan of study.

B. Graduate Courses (500-899)

1. All undergraduate and graduate students enrolling at Regental universities in courses numbered 500-899 shall be admitted as a graduate student (either degree seeking or non-degree seeking) and registered at the graduate level. For all undergraduate and graduate students enrolling at Regental universities in courses numbered 500-899, the courses shall be recorded on the transcript at the graduate academic level and included in the calculation of all graduate grade point averages.
2. When a graduate course is used on a converted or actual credit basis to meet undergraduate degree requirements for a Regental accelerated program, the course shall be recorded on the transcript at the graduate academic level with the credit hours approved for the course and then duplicated at the undergraduate level through an internal transfer policy (Refer to BOR policy 2:5.15). At the graduate level, the credit is included in the calculation of the graduate institutional grade point average and the graduate cumulative grade point average at the full credit rate. At the undergraduate level, the credit is included in the calculation of the undergraduate institutional grade point average and the undergraduate cumulative grade point average at the converted or actual credit rate.

C. Undergraduate Students Taking Graduate Courses

Undergraduate students who have completed a minimum of 96 credit hours may enroll in a limited number of 500 level courses. The Vice President for Academic Affairs may grant an exception for enrollment in a 600 level course. The student shall pay graduate tuition and the courses shall be recorded on a graduate transcript. These graduate courses may apply to an undergraduate degree.

D. Repeated Enrollment in the Same Course

1. A student may enroll in an undergraduate course (for which credit is granted only once) no more than three times without permission of the Vice President for Academic Affairs.
2. A student may enroll in a graduate course (for which credit is granted only once) no more than two times without permission of the Dean of the Graduate School.
3. A student will be allowed unlimited enrollments in an undergraduate or graduate course for which credit toward graduation may be received more than once. An institution may limit the number of credit hours for courses that may be taken more than once that apply toward the requirements for a major.

SOURCE: BOR October 1995; BOR January 1996; BOR August 1999, BOR August 2003.