

Required Course Number Changes (UG catalog)

2019-2020 General Academic Proposal/Policy Cover Sheet

General Catalog Information

** Read before you begin **

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) and Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy.

Topic* Required Course Number Changes (UG catalog)

Are you Proposing:*

- New academic policy or regulations .
- Change academic policy or regulations .
- Delete academic policy or regulations

Visit our current catalog [here](#) and paste the policy you're proposing to change or delete below. Then edit it to show the changes. If you are proposing a new policy, enter the text below.

Policy*

Course Numbers

The courses listed in this catalog that are numbered between 100 and 199 are designed primarily for first and second year students; those between 200 and 299 are for first, second, and third year students; those between 300 and 399 are for second, third, and fourth year students; and those between 400 and 499 are for third and fourth year students. Courses numbered from 500 to 599 are for graduate students and advanced undergraduates; courses numbered 600 to 699 are for graduate students only.

Other courses offered: Internships (1-15 credits) - 392, 492; Directed or Independent Study (1-6 credits) - 390, 490; Seminar - 461; Honors Research - 498, 499; Special Topics (1-4 credits) - 295, 395, 495.

Selected undergraduate Honors courses carry the designation Section 50-59 in the Master Schedule of Classes.

Hierarchy Owner*

Longwood University

BACKGROUND

Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal*

Analysis of the last five years of data of frequencies of usage for reserved course numbers led to this proposal.

SUMMARY

Provide a brief list or statement describing the content of the new policy or the proposed changes or deletions to an existing policy*

- 1) Reserve 395 in line with 295 and 495.
- 2) Remove 391 as reserved for directed study.
- 3) Reduce the variable credit hours for 390, 490, 392, 492, 295, 395, 495. Specifically, reduce 390/490 to 1-6 credits, reduce 392/492 to 1-15 credits, reduce 295/395/495 to 1-4 credits.
- 4) Remove 311, 312 as reserved for study abroad.
- 5) Remove 292 as reserved for internship.

RATIONALE

Provide a brief statement as to why the new policy, the proposed changes, or the deletion is needed*

- 1) Several programs have created 395 special topics courses within their own discipline. The reservation of such a course number for each discipline seems appropriate and would allow a better signal of the level of such a special topics course.
- 2) There have been no 391 directed study courses offered in the last five years. Furthermore, MANG 391 violates this reservation.
- 3) In the last five years, no 390/490 course was larger than 8 credits, and all but one were 6 or fewer credits. In that same timeframe, no 392/492 exceeded 15 credits, and no 295/395/495 exceeded 4 credits.
- 4) No disciplinary 311/312 occurred in 2016-17 or 2017-18, and three occurred prior to that in the last five years combined. Study abroad courses have shifted to either include specific course content in the discipline (where the 311/312 designation would not work as well) or to be general enough to have the AWAY prefix. Furthermore, GAND 311/312 violates this reservation.
- 5) There have been no 292 internship courses offered in the last five years.

