ELIZABETH CITY STATE UNIVERSITY
Course Numbering System Policy

Preamble

This policy shall govern the system in which course numbers are assigned at Elizabeth City State University (ECSU). ECSU follows the convention of assigning course numbers based on the level and content of a course.

1. **Numbering System**
    A. Undergraduate Courses
       Undergraduate level courses are assigned numbers ranging from 100 to 499. Courses ranging from 100-299 are consider lower level courses and 300 - 499 are considered upper level courses.

    B. Graduate Courses
       Graduate level courses are assigned numbers ranging from 500 to 699.

    C. Joint Level Courses
       Certain courses are offered jointly to undergraduate, graduate and professional students. Such courses are assigned numbers appropriate for each class and degree program.

2. **Applicability**
    A. Academic Schools and Departments
       This policy applies to all academic schools and departments developing new courses.

    B. Other Educational Institutions
       All other educational institutions accepting credit from ECSU are affected by the course numbering system established by this policy.

3. **Process/Procedures for Assignment of New Course Numbers**
    A. Initiating Proposal for a Course
       A faculty member or academic department seeking to propose or revise a course at the department level must submit a request to the Departmental Curriculum Committee to verify the accuracy of the proposed course number with the university Registrar. All proposals must be approved by the appropriate Department Curriculum Committee, Department Chairperson, School Curriculum Committee and School Dean before advancing forward in the process.

B. <u>University Curriculum Committee</u>
Following approvals set forth in SECTION 3.A. above, proposals must be submitted to the University Curriculum Committee for review and approval. All proposals must be approved by the University Curriculum Committee before advancing forward in the process.

C. <u>Academic Administrative and Planning Council</u>
Following approval set forth in SECTION 3.B. above, proposals must be submitted to the Academic Administrative and Planning Council for review and approval. All proposals must be approved by the Academic Administrative and Planning Council before advancing forward in the process.

D. <u>Registrar</u>
If approved by the Academic Administrative Planning Council, the documentation will be forwarded to the university Registrar and the course will be created in BANNER.

4. Responsibilities

A. <u>Academic Departments</u>
Under this policy, academic departments shall be responsible for using proper numbering when creating courses. Course numbering is also evaluated during each approval level outlined in Section 3.

B. <u>Office of the Registrar</u>
Under this policy, the Registrar's office shall be responsible for verifying that proposed course numbers are accurate.