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 considered 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. University Curriculum Committee
   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. Academic Administrative and Planning Council
   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. Registrar
   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. Academic Departments
      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. Office of the Registrar
      Under this policy, the Registrar’s office shall be responsible for verifying
      that proposed course numbers are accurate.