

4130

## STANDARD COURSE NUMBERS

*PREAMBLE: This section describes certain standard course numbers which may be used in any subject field. This section appeared in the 1979 Handbook; in February, 1991, clarification concerning expanded course titles was added and in July, 1994 common internship numbers were specified (as well as the possibility of grading internships on a pass/fail basis) in 2004 the addition of 600-level courses were created specifically for doctoral students, definitions were added under C-3 and a new paragraph was added C-7, the possibilities of cross-listing special topics and directed studies courses were clarified July 2005. Unless otherwise noted, the text is as of July 1996. For further information, contact the Registrar's Office (885-6731). [rev. 7/04, 7-05].*

**A. STANDARD COURSE NUMBERS.** University-wide standard numbers have been established for certain categories of courses. These courses need not be listed in a subject-field section in the catalog. They may be offered and listed in the Time-Class Schedule whenever they are needed. Catalog course numbers are assigned by the Office of the Registrar at the time of approval by the University Curriculum Committee. Other courses to which these numbers have been assigned should be renumbered as soon as practicable.

**B. AUTHORIZED COMBINATIONS OF STANDARD COURSE NUMBERS AND TITLES.** The following course numbers and titles are authorized: 200, 400, 501, 601 Seminar; 203, 403, 503, 603 Workshop; 204, 404, 504, 604 Special Topics; 405, 505, 605 Professional Development; ~~206, 406, 506 Study Abroad~~; 298, 398, 498, 598, 698 Internship; 299, 499, 502, 602 Directed Study; Optional 400s number Practicum in Tutoring; 500 Master's Research and Thesis; 597 Graduate Practicum; 599 Non-thesis Master's Research; 600 Doctoral Research and Dissertation. (Courses in this group that are appropriate to the College of Law are assigned analogous numbers in the 800s and 900s.) [rev. 7-04]

### C. CONDITIONS.

**C-1. Authorized Fields.** With the exception of Practicum in Tutoring, the undergraduate-level standard courses may be offered in any subject field, excluding those approved for graduate degrees only. Practicum in Tutoring may be offered in subject fields in which a bachelor's degree has been approved. Courses 501, 502, 503, 504, 505, ~~506~~ may be offered in subject fields in which graduate-level courses or degree have been approved. Courses 597, 598, 599 may be offered in subject fields in which a graduate degree has been approved. Course 500 must be offered in, and only in, those subject fields in which a thesis master's degree has been approved. Course 600 must be offered in, and only in, those subject fields in which the Ph.D. or Ed.D. degree has been approved. Courses 601, 602, 603, 604, 605, 698 must be offered in, and only in, those subject fields in which doctoral-level programs are offered. [rev. 7-04]

**C-2. Expanded Titles and Descriptions.** All of the foregoing titles, except for 500, 600, and Practicum in Tutoring, may be expanded (in the nature of subtitles) to indicate the subject more specifically. This possibility is indicated by the symbol "(s)" between the number and the title in the catalog entry. If more than one such specific topic is to be offered, they will be listed in the Time Schedule as separate sections. Also, special conditions or restrictions may be added to the course description. Illustrative catalog entry: MusH 400 (s) Seminar (cr arr); Illustrative Time Schedule entries: MusH 400 Lec 01 Seminar (cr arr); MusH 400 Lec 02 Seminar in Ethnomusicology (3 cr); MusH 400 Lec 03 Seminar in Medieval Music (1-3 cr). [rev. 7-04]

**C-3. Credits.** All of these courses, except Practicum in Tutoring, may be offered on a variable-credit basis (cr arr). Practicum in Tutoring is to be offered for one credit and may be repeated once (1 cr, max 2).

**Directed Study:** One-on-one method of delivering specially designed content to a student outside of the normal classroom environment. A specific directed study course can be offered only once and is not intended for repetition in subsequent semesters. Directed study courses should not duplicate an existing

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course.

**Internship:** Supervised practical experience related to a student's major.

**Practicum:** Course of study that involves the supervised application of previously studied theory.

**Practicum in Tutoring:** Tutorial services performed by advanced students under faculty supervision.

**Professional Development:** A professional activity designed to provide information or skills, which have practical value. Usually developed to meet the needs of a particular group of practitioners.

**Research:** Supervised collection of information about a particular subject.

**Seminar:** A course offered to a group of advanced students studying under a professor with each doing in-depth study and discussion of the course material with the professor and other students.

**Special Topic:** Extended discussion on a topic or subject area not covered in an existing course offering. Topic may not be offered more than twice under this course number, ~~and cannot be cross- or joint-listed with more than two subject areas.~~ [rev. 7-05].

**Workshop:** A usually brief, intensive course for a relatively small group of students that focuses on techniques and skills in a particular field.

**C-4. Prerequisites.** Prerequisites are not usually listed for courses 500. Courses in the 600-series are intended for doctoral students only and will carry a system-enforced prerequisite of enrollment in a doctoral program (Ph.D., Ed.D.). ~~The catalog entry for 206, 406, 506 is "Prereq: perm of dept." For all other standard courses, the catalog entry is "Prereq: perm."~~ [rev. 7-04]

**C-5. Grading.** Seminars, workshops, directed studies, Practicum in Tutoring, and internships may be graded on the P/F basis or normal mode.

**C-6. Limitations.** A separate special-topics course should not be offered under the number 204, 404, 504, or 604 more than twice; after the second offering, it should be assigned its own number, title, and description so that with few exceptions the official descriptions of courses students take will be in the catalog. Use 599 for research not directly related to a thesis or dissertation. A maximum of 10 credits in course 500 may be applied toward the minimum of 30 credits required for a thesis master's degree; nevertheless, the number of credits a student may earn in course 500 is not limited to the number required by the student's department. Credit in course 500 cannot be counted toward the minimum of 30 credits required for a nonthesis master's degree. Credit earned in 405, 505 and 605 will not be accepted toward graduate degree programs. Courses numbered 600-699 may never be conducted jointly and can be cross listed only with 600-level courses in a second department. Standard course numbers may not be cross- or joint-listed with catalog courses [rev. 7-04, 7-05]

**C-7. Limitations on Directed Study.** Directed study is intended as a one-on-one method of delivering specially designed content to the student outside of the normal classroom environment. General classroom space is not available for this purpose and enrollment in any directed study course should not exceed five. A specific directed study course can be offered only once; the directed study course is not intended to be repeated in subsequent semesters. Directed study courses cannot duplicate an existing course. ~~and cannot be cross- or joint-listed with more than two subject areas.~~ [add. 7-04, rev. 7-05]