



Course Number Assignment(s)

Domain/Division:	Academic / Program Administration	Index	20-06.03
Responsible Unit(s)¹:	Office of Academic Affairs	Page:	1 of 1
		Attachments:	0

Authorization Date: 9/4/85

If checked, policy requires Faculty Council Approval. Most recent approval date: _____

Review History: Includes Effective Date, Review and Revision History:

01/01/1995: Approved by Academic Affairs Committee Course Review Subcommittee

07/01/1990: Revised

10/01/2002: Reviewed by Academic Affairs

06/18/2008: Revised by Office of Academic Affairs

09/16/2011 & 10/31/2011: Discussed dual numbering at Graduate Council

POLICY STATEMENT:

The Oregon University System course level structure will be applied to courses:

200-299 Lower division level

300-499 Upper division level

500-599 Graduate courses offered primarily in support of master's level programs

600-699 Graduate courses offered primarily in support of doctoral level programs

700-799 Professional courses which may be applied to a professional degree

The OHSU School of Nursing (SON) Office of Academic Affairs (OAA) is responsible for assigning permanent course numbers for courses that have been reviewed and approved by the SON Academic Council. Permanent course numbers will be assigned to courses where the content of the course is congruent with ongoing curriculum, and the course content is projected to be valuable for the next several years. Dual numbering of courses will be approved providing each level (e.g., 500/600; 600/700) has differentiated course outcomes/competencies. New courses and course number changes will be effective and reflected in the subsequent year of the SON Catalog/Student Handbook.

DEFINITIONS, RELATED REFERENCES, & NOTES (if applicable):

¹ The Chair of the Faculty Committee/Council or Official Administrative Unit responsible for oversight

IMPLEMENTING PROCEDURES:	
Responsible Party:	Action:
Request Originator	Follows SON Academic Council procedures for <i>New Course Proposal</i> or <i>Course Revision Proposals</i>
Office of Academic Affairs	<ol style="list-style-type: none"> 1. Upon SON Academic Council approval of requested action, determines appropriate course numbering and records that information in the SON Catalog/Student Handbook records. 2. Notifies OHSU Registrar and appropriate program staff of course number, title, course description, and any other related information

Committee/Council Chair or Official Administrative Approval required for new policies	
Original Signed Copies Stored in Office of Academic Affairs	
Signature	Date
Printed Name	
Peggy Wros, PhD, RN	