### Course Number Assignment(s)

<table>
<thead>
<tr>
<th>Domain/Division:</th>
<th>Academic / Program Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Unit(s):</td>
<td>Office of Academic Affairs</td>
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</tbody>
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**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:**

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Action</th>
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<tbody>
<tr>
<td>Request Originator</td>
<td>Follows SON Academic Council procedures for <em>New Course Proposal</em> or <em>Course Revision Proposals</em></td>
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</tbody>
</table>

| Office of Academic Affairs | 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 |

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**Committee/Council Chair or Official Administrative Approval required for new policies**  
Original Signed Copies Stored in Office of Academic Affairs

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<th>Signature</th>
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**Printed Name**  
Peggy Wros, PhD, RN