



OHSU POLICY MANUAL

Policy Number: 02-50-060

Policy Title: COURSE IDENTIFICATION

Effective Date: November 20, 2019

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1. **Generally**

This policy establishes the appropriate use of OHSU approved Course Types, Course Numbers, Subject Codes and Experimental Courses by academic programs to ensure the centralized and efficient organization of all courses offered by OHSU academic programs. A school/college or academic program seeking to request new or revised Course Types and Subject Codes, or adjustments to Course Number requirements shall consult the Office of the Provost.

2. **Definitions**

- A. **Courses.** An approved unit of teaching and learning. All courses are assigned a subject code, course number, and course type, and include but are not limited to undergraduate, graduate or professional lecture, seminar, laboratory, clinical, simulation, thesis/dissertation, or independent study instruction offerings. Course delivery can be in-person, web-based or technologically-mediated, compressed or self-paced.
- B. **Course Number.** Course Numbers are used to differentiate courses by their alignment with degree level.
- C. **Course Type.** An approved designation that is assigned to each approved course.
- D. **Subject Code.** Used to identify the discipline area under which the course is categorized. Departments and programs may have more than one subject code.

3. **Assignment of Course Numbers**

All OHSU courses must be assigned a course number that is commensurate with the level at which the course is taught:

- A. 200-299 lower division level (undergraduate).
- B. 300-499 upper division level (undergraduate).
- C. 500 level courses offered primarily in support of graduate level programs. 500 level courses will be used for all master's level courses and may include PhD level didactic courses.

- D. 600 level courses offered primarily in support of doctoral level programs will be used for all higher level doctoral courses, including but not limited to research/dissertation, journal club, etc.
 - E. 700 level courses offered primarily in support of professional doctoral programs.
4. **Approval of Course Number, Course Types and Subject Codes**
- A. Course Numbers are maintained and approved by the Office of the Registrar.
 - B. Course Types and Subject Codes are maintained by the Office of the Registrar. Academic programs may request new or revised Course Types and Subject Codes upon approval of the appropriate school or college curriculum committee and consistent with the requirements of [Policy 02-50-010, Proposing Curriculum Modifications](#).
5. **Use of Experimental Courses**
- Experimental Courses are a limited duration offering that has not received formal approval to be integrated into the curriculum. Subject matter, instructional materials, and activities are evaluated for effectiveness and long-term value to the discipline. Experimental Courses may be offered a maximum of two times over two academic years.
- It is the responsibility of the Office of the Registrar to monitor the frequency of Experimental Course offerings. At the point the course exceeds the maximum number of allowed offerings, the academic program may request the formal adoption of the course into degree requirements consistent with the requirements of [Policy 02-50-010, Proposing Curriculum Modifications](#).
6. **Procedures**
- The Office of the Provost is responsible for developing procedures pursuant to this policy.

Implementation Date: May 2, 2019

Revision History: May 2, 2019; November 20, 2019

Related Policies and Procedures: [Policy 02-50-010, Proposing Curricular Modifications](#); [Policy 02-50-015, Assignment of Course Credit Hour](#)

Responsible Office: Office of the Provost, academicpolicy@ohsu.edu

Key Words: Academic programs, course number, course type, subject code, course identification, experimental courses.