

**Policy Number:** 20-06.03

**Policy Title:** Course Number Assignment(s)

**Effective Date:** May 23, 2022 (Reviewed)

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## 1. 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.

## 2. Implementing Procedures:

<b>Responsible Party</b>	<b>Action</b>
Request Originator	Follow SoN Academic Council procedures for <i>New Course Proposal or Course Revision Proposals</i>
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

**Implementation Date:** September 4, 1985

**Revision History:** 07/01/1990, 06/18/2008, 09/16/2011, 10/31/2011

**Related Policies and Procedures:**

**Responsible Office:** Office of Academic Affairs

**Supersedes:**

**Key Words:**