

BOARD OF REGENTS
BRIEFING PAPER

1. AGENDA ITEM TITLE: Handbook Revision, Course Numbering for Professional Schools

MEETING DATE: December 1, 2016 (ARSA)

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

Under *Title 4, Chapter 14, Section 16*, existing Board policy sets forth the following system-wide course numbering rubric so that all baccalaureate transfer courses are clearly identified for students:

- | | | |
|----|--------------------------------|---------|
| a. | Remedial/developmental courses | 001-099 |
| b. | Lower-division courses | 100-299 |
| c. | Upper-division courses | 300-499 |
| d. | State College graduate courses | 500-699 |
| e. | University graduate courses | 500-799 |

Numbering for courses within the NSHE professional schools is not specifically distinguished within this policy. These schools often have courses that may look like other undergraduate or graduate courses (such as “biology”), but are unique and only offered through the professional school.

Responding to a question/request from UNLV regarding the development of courses for the UNLV School of Medicine, System staff recommends revising existing policy to provide the option of using a distinct course numbering system for NSHE professional schools.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend *Title 4, Chapter 14, Section 16*, to specifically allow professional schools to establish their own distinct course numbering rubric that extends beyond the numbering rubric set forth under the policy for undergraduate and graduate courses (001-799).

4. IMPETUS (WHY NOW?):

This policy revision is recommended by System staff with the support of the Academic Affairs Council to facilitate the development of courses for the UNLV School of Medicine.

5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Professional schools may need the flexibility to distinguish their courses from other similar courses at the undergraduate and graduate levels so there is no confusion for students and other stakeholders involved in reviewing course offerings at the professional schools or the institutions generally.

6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

None have been raised.

7. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

None.

8. COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____
- Amends Current Board Policy: *Title 4, Chapter 14, Section 16*
- Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____
- Other: _____
- Fiscal Impact: Yes _____ No _____
- Explain: _____

POLICY PROPOSAL
TITLE 4, CHAPTER 14, SECTION 16
Course Numbering – Professional Schools

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 16. Course Numbering

1. All undergraduate courses in the NSHE must be common-course numbered with equivalent courses offered throughout the System. To be assigned a new and unique course number at least 20 percent of the proposed course content must be unique and not found in a current or pending course within the NSHE.

Any additions or changes to undergraduate course prefixes, numbers, titles, and/or credits must follow the procedures established by the Vice Chancellor of Academic and Student Affairs and may not be included in class schedules or catalogs until written approval is received from the Department of Academic and Student Affairs.

2. An NSHE transfer guide or common course numbering master file shall be maintained by the Office of the Chancellor and published on the Web.
3. Each NSHE institution shall list and update the requirements for each program leading to the bachelor's degree and publicize these requirements for use by all other institutions in the state.
4. Each NSHE institution shall include in its official catalog of undergraduate courses a section stating all lower-division prerequisites for each upper-division specialization or major program.
5. A system-wide course numbering rubric for all institutions shall be maintained so that baccalaureate transfer courses are clearly identified for student reference prior to registration under the following general course numbering parameters:

a. Remedial/developmental courses	001-099
b. Lower-division courses	100-299
c. Upper-division courses	300-499
d. State College graduate courses	500-699
e. University graduate courses	500-799

6. Course selection for students who plan to seek a baccalaureate degree at another NSHE institution shall be based on degree requirements published pursuant to subsection 3 and the governing course catalog of the institution.
7. Community colleges may utilize a B suffix for course numbers to alert students that the course may be non-transferable for a NSHE baccalaureate degree.
8. Within the college's information system, non-transferable courses and courses that are transferable for a bachelor's of applied science degree only must be appropriately identified for students and advisors during the registration process.
9. *Professional schools may establish their own distinct course numbering rubric that extends beyond the numbering rubric set forth under subsection 5.*