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**Course Numbering Policy**

**Submitted to: New Jersey City University Senate**

**January 2021**

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As reported on the attached document, “Resolution for Updating the Universities Course numbering system”, presented at the September 23, 2019 Senate Meeting, states that the published NJCU policy (9/2019) reads as follows:

**Course Numbering: Original**

The course numbering system applies to all departments and curricula at the University.

Courses are numbered as follows:

Undergraduate: 100-400

Undergraduate senior and graduate level: 500

Graduate level only: 600-900

This brief list regarding course numbering is posted on the following page:

<https://catalog.njcu.edu/graduate/academic-requirements-policies-procedures/course-numbering/>

The proposed changes suggest that NJCU replace the existing policy with a more complete course numbering as follows:

New Course Numbering System:

The course numbering system applies to all departments and curricula at the University.

Courses are would be numbered accordingly as follows:

**Undergraduate-Level Course Numbering (000 – 499)**

**000-099:** Non-Credit Undergraduate Courses

**100-199:** Undergraduate-Level Degree Credit Courses may or may not require prerequisites but may require placement test results.Certain prerequisites may be exempt upon passing placement tests, as approved by the Senate.

**200-299:** Undergraduate-Level Degree Credit Courses that may or may not require prerequisite

courses(s)

**300-499:** Undergraduate-Level Degree Credit Courses that require a prerequisite course(s)

**Graduate-Level Course Numbering (500-799)**

**500 –599:** Graduate-Level Degree Credit Courses in which undergraduates may enroll if the

student meets the requirements for enrollment into the course, applicable for a Master’s Degree.

**600-699** Graduate- Level Degree Credit Courses in which undergraduates may enroll if the student meets the requirements for enrollment into the course, applicable for a Master’s Degree.

**700-799**: Graduate- Level Degree Credit Courses applicable for a Master’s Degree and Post Baccalaureate Certification Programs.

**Doctorate-Level Course Numbering (800-999)**

**800-899:** Doctoral-Level Degree Credit Courses (other than for credits earned for dissertation

research and preparation).

**900-999:** Doctoral-Level Research/Dissertation Credit Course and Non-Credit Doctoral-Level

Continuation Course.

**Resolution:**

**Course Numbering System:**

In an effort to adapt a more comprehensive policy as suggested, adapt the newly proposed numbering system outlined under the New Course Numbering System. All departments with any undergraduate courses that are at the 500 level (capstone / senior level courses) will be asked to submit requests to renumber courses to the 400-level range. If there is any reason that the department cannot renumber the undergraduate course the department should then submit a rationale as to why the undergraduate course needs to remain at a 500 level.

**Rationale:**

All undergraduate courses currently at 500 level will be renumbered to 400 to adhere to

the new policy in place. Departments that may have reason for any undergraduate

course that may be required to remain at 500 for certification, degree requirements or

other purposes will have the opportunity to submit justification to be exempt from this change.

**500-600 Level Course Numbering Policy:**

1. Undergraduate credits: All credits for 500-600 level courses satisfactorily completed by an undergraduate student may be counted toward the 120 semester-hour requirements of a curriculum leading to a bachelor’s degree;

2. Graduate credit: Excess credits earned beyond the 120 required for undergraduate degrees, earned with grades of “B” or better by undergraduate students in 500-600 level courses, may be considered for advanced standing (graduate credit) for students matriculated in graduate programs at New Jersey City University no later than seven years after receiving credits for these courses;

3. Graduate students may apply no more than (9 cr.) nine credits of 500-600 level courses toward the fulfillment of master’s degree program requirements.

4. Courses at the 600 level remove the course-level restriction on undergraduate students taking graduate courses, and replace it with the departmental approval process. For all graduate courses, existing admission constraints, as noted in the 500-600 level course policy would continue to apply.

**Rationale:**

* Students may have specific interests that are more closely aligned to their careers. These may not be addressed in the undergraduate and 500-600 level graduate courses. The Department can assess as to which students are advanced enough to succeed at graduate level material.

5**.** Replace the constraints placed on double-valuation of graduate courses to fulfill the requirements of both the undergraduate (BS/BA) and graduate (MS/MA/MBA) degrees, with a recommended maximum cap of 9credits of graduate courses that can be used to fulfill the requirements of both degrees.

**Rationale:**

* Graduate degrees are increasingly becoming the norm for professional careers.
* The blended transition from undergraduate to graduate keeps the students in the academic track limiting the need for refresher courses.
* Creates incentive for able students to continue on to graduate school at NJCU.
* Such approach is not an exception but the norm in our sister universities.