

TO: Associate Deans, College/School Curriculum Committee Chairs, and Graduate Program Coordinators/Directors

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SUBJECT: Clarifications and Guidance: Prerequisites, Cross-listings, AGC, and Course Renumbering

Thank you for your continued work on the Course Renumbering Project that will organize our courses as follow.

0xxx = Undergraduate experiences/pre-college/administrative

**Note: 0xxx courses do not count toward graduation**

1xxx = Introductory

2xxx = Intermediate

3xxx = Advanced – Junior/Senior

4xxx = Capstone/Senior

5xxx = Entry level GR

6xxx = Master's

7xxx = Doctoral

9xxx = Graduate administrative courses

Important questions continue to arise, and we are writing with specific information regarding prerequisites, cross-listings, and AGC courses.

## **PREREQUISITES**

Prerequisites should be assigned to courses in the new numbering scheme as follows:

- 1000 courses have no prerequisites unless they are in a sequence
- 2000 courses must have a minimum prerequisite of three hours prior study at the introductory level in the discipline, or in another specified discipline, or some specified equivalent preparation.
- 3000 courses must have a minimum prerequisite of three hours prior study at the intermediate level in the discipline, or in a related discipline, or some specified equivalent preparation.
- 4000 courses must have a minimum prerequisite of three hours prior study at the intermediate level in the discipline, or in a related discipline, or some specified equivalent preparation.
- 5000 courses may have graduate, but not undergraduate prerequisites. Enrollment should be managed through program restrictions and/or instructor permission.
- 6000 courses may have graduate prerequisites and/or program restrictions.
- 7000 courses may have graduate prerequisites and/or program restrictions.

Please submit CAFs to correct prerequisites after November 15, 2022 for any courses that do not meet the prerequisite requirements above.

### **CROSS-LISTINGS AND CONCURRENT COURSES**

Cross-listings in Banner are used for two purposes: to codify the cross-lists defined in the catalogue and to indicate when there is concurrency between courses that are meeting in the same room at the same time, but are not cross-listed in the catalogue (“concurrent cross-listed courses”). Catalogued cross-listings are identical courses with different prefixes and thus must be at the same level. For concurrent course cross-listings, the rules are as follow:

1. Courses separated by more than one level may not be listed as concurrent course cross-listings. A 1xxx/2xxx concurrent course cross-listing is acceptable; a 1xxx/3xxx is not. The only exception is an approved 3xxx/5xxx concurrent cross-listing – see the AGC section for details.
2. 4000-level courses (capstone, Senior seminar, Senior thesis, “Senior only”) may only be concurrently cross-listed with a 4000-level course. There is one exception: 4000-level courses may be concurrently cross-listed with 5000-levels – see the AGC section for details.
3. 6000-level courses may only be concurrently cross-listed with 6000- or 7000-level courses.
4. Concurrently cross-listed courses at different numeric levels **MUST** have separate syllabi. The outcomes, assessments, readings, and other course components must show evidence that the two courses are each indeed being taught at the corresponding level.

### **AGC (Approved for Graduate Credit)**

1. The concept of AGC does not exist in the new numbering scheme. The aim of AGC can be achieved with a 3xxx/5xxx or 4xxx/5xxx concurrent course cross-listing.
2. Concurrently cross-listing a 5000-level course with a 3000- or 4000-level course is only permitted by approval through the graduate college. The 5000- and 3000/4000-level courses must have separate syllabi. Outcomes, assessments, assignments, and course materials must demonstrate and distinguish the corresponding level of work for each course.
3. Note: 3xxx/5xxx and 4xxx/5xxx may only occur as concurrent course cross-listings and their use should be minimized. No more than 50% of the current 200AGC courses should plan to be used as concurrent 3xxx/5xxx or 4xxx/5xxx cross-listings. The rationale for minimizing the number is explained in these clips from the Course Renumbering FAQ:

*NECHE accreditors were concerned with the number of credits in graduate programs that were 200 level courses approved for graduate credit – noting specifically that not all course syllabi for these courses had the required clearly defined graduate level expectations exceeding those for undergraduates.*

*The NECHE team met with graduate students from across the university and noted that graduate students were dissatisfied with the graduate curriculum and did not feel that their 200-level AGC courses provided a rigorous graduate experience.*

The use of 3xxx/5xxx and 4xxx/5xxx concurrent cross-listings should be minimized as we will need to show significant progress towards increasing the percentage of our graduate curriculum that is graduate only (6xxx and 7xxx) in the 2024 5-year interim report to NECHE.

4. Review of requests for concurrent cross-listings across 3000/4000 and 5000 levels by the Graduate College will be required each semester; this review will require the submission of current syllabi.

5. In addition to minimizing the number of concurrent cross-listed courses across 3000/4000 and 5000, the Graduate College will expect a minimum of 6 credits of required 6000 level coursework in master's curricula and 9 credits of required 6000/7000 level coursework in doctoral curricula. Courses at the 6000 level should have fewer than 25% UG students (not counting AMP students taking them as a graduate student prior to bachelor's completion). Courses at the 7000 level are not open to undergraduate students.