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 follows:

- 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.