

Notifications

Signatures in this section indicate awareness of the proposal. Proposals signed with a notation of recommended or not recommended may be forwarded to the Executive Academic Affairs Committee for consideration. Proposals that are not signed after ten full working days by the school or division academic affairs committee chair, the division chair, or the college or school dean may be forwarded without signatures (on the initiative of those making the proposal) to the next level of review.

Signature of Division/School Academic Affairs Committee Chairperson

Signature of Assistant Dean or Division Chairperson

Signature of School or College Dean

Course description meets editorial guidelines for the catalog.

Signature of Registrar

This proposal has been submitted to the Executive Academic Affairs Committee.

Signature of Executive Academic Affairs Committee Chairperson

The Executive Academic Affairs Committee recommends that the registrar make this change across all curricula.

Signature of Executive Academic Affairs Committee Chairperson

Approvals

Approvals are required.

This proposal has been submitted to the Faculty Senate.

Signature of Faculty Chair

Signature of Vice Chancellor for Academic Affairs

Guidelines for Course Descriptions¹

1. The description should begin with a sentence fragment which summarizes the course content.
2. A second complete sentence may be used to provide more detail. Verb tense must be present.
3. Among the words and phrases that should be avoided are the following: This course, a course, will be discussed, study of, designed to, an examination of, students examine, an analysis of
4. Redundancy in the title and course description should be avoided.
5. Statement of the number of hours per week that a course meets should be avoided when it is the same as credit hours.

Course Numbering Policy²

1. A four letter prefix precedes each course number. Each course is identified with a three digit number. The tens place digit and the ones place digit are used by disciplines to organize courses in logical sequence or in clusters.
2. Each discipline in the University uses a specific prefix to designate courses within that discipline. All University of South Carolina Upstate course prefixes start with the letter "S".
3. Courses from 1 to 599 may be taken for undergraduate credit and are available at different levels for undergraduate students.
4. Courses numbered from 101 through 299 are primarily taken by students with freshmen and sophomore standing.
5. Courses numbered from 200 through 399 are primarily taken by students with sophomore and junior standing.
6. Courses numbered from 300 through 499 are primarily taken by students with junior and senior standing.
7. Courses numbered from 400 through 599 are primarily taken by students with senior standing.
8. Upper division courses are numbered from 300 to 599.
9. With consent of the advisor, a student may take courses numbered above or below the level normally taken by that student's class (freshman, sophomore, junior or senior).
10. Generally, course prerequisites should be numbered with a lower number than the course for which it is a prerequisite.

¹ These editorial guidelines have been approved by the Vice Chancellor for Academic Affairs for use by the Registrar.

² Approved by Faculty Senate on July 20, 1990.