

Notifications

Proposals signed with a notation of "not recommended" may be forwarded to next level of review. Proposals that are not signed after ten full working days 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 Representative

Recommended ___ Not recommended ___ Date _____

Signature of Assistant/Associate Dean or Unit Chair

Recommended ___ Not recommended ___ Date _____

Current Resources Adequate ___ Not Adequate ___

If not adequate, explain: _____

Signature of School or College Dean

Recommended ___ Not recommended ___ Date _____

Current Resources Adequate ___ Not Adequate ___

If not adequate, explain: _____

The Registrar will make proposed changes across all curricula.

Registrar

Recommended ___ Not recommended ___ Date _____

Approvals

Approvals are required.

This proposal has been submitted to the Faculty Senate.

Signature of Faculty Chair

Approved ___ Disapproved ___ Date _____

Signature of Senior Vice Chancellor for Academic Affairs

Approved ___ Disapproved ___ Date _____

Guidelines for Course Descriptions¹

1. The description begins 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 to avoid are the following: "This course" "a course" "will be discussed" "study of" "designed to" "an examination of" "students" "examines" "an analysis of".
4. Do not repeat title in description.
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 "U".
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.