

Course Renumbering and Catalog Management Summary

Boston College has outgrown the current UIS mainframe environment with its limitations on available numbers (001–999) and the mandatory two-letter prefixes that are associated more often with a department than a subject area. The implementation of the new Kuali catalog management system provided the opportunity for the University to address long-standing issues with course numbers. The goal of the curriculum management advisory committee was to develop a numbering system that would reflect course levels more accurately and would allow for course sequencing and standard numbers for language and common courses. The advisory committee benchmarked the use of course numbers at BC’s peer institutions and other universities; identified best practices; and developed a course renumbering plan, including four-letter subject codes and four-digit course numbers, which will be implemented in the 2014–2015 academic year.

What’s New in Kuali?	What’s Still on UIS?
<ul style="list-style-type: none"> • Departments required to submit requests for course numbers using their new subject codes and the course sequencing and common course number and title lists (see reverse). • Departments create, modify, and retire course numbers, titles, and descriptions on the Kuali system. Course description database retired at the end of November 2013. • Non-retired courses and those not offered in the past three years (2010–2013) will be retired as of the 2015F semester. • Reused course numbers and titles (not offered in the past five years) will be assigned a number in the new system. • New course numbers that affect the degree audit should be renumbered to designate where they fall in the audit, e.g., lower level undergraduate major courses, should be assigned a number at the 2000–level (UIS 200–level). Upper level major courses—those that require completion of the Core or first major course—should be assigned a number from the 3000–4000 level sequence (UIS 300–400 level). • Departments use new course numbers to prepare the 2014–2015 undergraduate and graduate catalogs, the master course schedule, and the Summer 2014 term. • A course number is linked to a course description. Course descriptions may not be linked at the section level. Faculty may continue to upload their syllabi to the eSyllabus system at the section level. • Departments responsible for “ownership” of cross-listed courses with descriptions and cross-listings managed by the owning department. • Woods College will have its own subject codes and numbers. • Departments asked for additional information prior to submitting a course for approval, e.g., transcript title and start terms. • More efficient and robust Course Information and Schedule, ideally including filters for Core courses, course level, and scheduling information. • Web-based crosswalk available with new and old course numbers. 	<ul style="list-style-type: none"> • Master course file including all course sections and course restrictions. • Master name file where degree and class restrictions and full-time certification flags will still be processed. • Courses will have a UIS ID and a Kuali ID. Both IDs may be viewed on master course transactions. • Degree audit maintains coding using the traditional UIS number. New numbers created on UIS and in Kuali. Numbers in both systems need to conform to the course renumbering sequencing and degree audit specifications for majors, minors, etc. • Registration and overrides are processed in UIS using new course numbers. • Transcripts/academic history include traditional numbers through the Spring 2014 semester and new course numbers starting Summer 2014. • Course grading and grade changes will still be processed via the portal.

Course Sequencing	
1000–1999	Undergraduate equivalency courses (e.g., transfer courses); Core courses (e.g., no prerequisites); Undergraduate electives (e.g., no prerequisites); Undergraduate language courses (e.g., elementary)
2000–2999	Upper level undergraduate electives (e.g., no prerequisites); Lower level undergraduate major (e.g., no prerequisites); Undergraduate language courses, (e.g., intermediate)
3000–4999	Upper level major courses (e.g., require completion of Core or first major course); Upper level electives (e.g., require completion of Core); Undergraduate language courses (e.g., third and fourth year); Readings and Research; Advanced Seminars; Advanced Independent Research
5000–6999	The following may require prerequisites or department permission: Graduate courses open to undergraduates; Graduate equivalency courses (e.g., transfer)
7000–8499	The following may require graduate status or department permission: Master’s level required and elective courses; Field Education; Graduate level readings and research
8500–9999	The following may require doctoral level status or department permission: Field Education; Doctoral seminars; Doctoral Continuation; Doctoral Comprehensives

Common Course Title and Numbering Proposal

Over the years, schools and departments have independently devised different course titles and numbering schemes for what appear to be common purposes, e.g., for senior thesis credit, foreign language sequences, independent study, doctoral continuation, etc. The impending change to a new course-numbering system offers the opportunity to adopt a shared vocabulary and numbering schemes for common purposes. Such common schemes could bring regularity to transcripts, aid academic advising, and help students in wise selection of courses.

The following are suggestions for shared terminology and numbering schemes for common courses. The proposed terms might not be precise synonyms of the labels they would replace, but if they are close enough, there is some value in shared vocabulary.

Common Titles	
Proposed common term and [course numbers]	Terms currently in use
Internship [1901]	Internship
Readings and Research—Undergraduate [4901]	Readings and Research—Undergraduate, Directed Readings, Directed Research, Directed Study
Independent Study [4911]	Independent Study, Independent Research, Undergraduate Research, Advanced Undergraduate Research, Research in ...
Advanced Independent Research [4921]	Advanced Independent Research (for Scholar of the College projects)
Honors Seminar [4931–4932]	Honors Seminar
Senior Seminar [4941–4942]	Senior Seminar, Senior Colloquium, Thesis Seminar
Senior Thesis [4951–4952]	Senior Thesis
Honors Thesis [4961–4962]	Honors Thesis, Honors Research Thesis, Honors Thesis Seminar
Readings and Research—Graduate [7101]	Readings and Research—Graduate, Directed Readings, Directed Research, Directed Study, Interim Study
Masters Interim Study [8101]	Masters Interim Study
Doctoral Comprehensives [9901]	Doctoral Comprehensives
Doctoral Continuation [9911]	Doctoral Continuation

Common Numbering	
Proposed common numbering	Numbering currently in use (examples)
1000–1999 First-year languages	SL 004 Elementary Russian II, RL 010 Elementary French II
2000–2999 Second-year languages	SL 046 Continuing Bulgarian II, CL 070 Intermediate Modern Greek I, RL 110 Intermediate French II
3000–3999 Third-year languages	SL 158 Third-year Russian II, SL 382 Business Arabic, RL 389 Italian for Business and Travel
4000–4999 Fourth-year languages	SL 208 Advanced Russian I, SL 258 Advanced Japanese II
5000–5999 Higher-level advanced languages	RL 627 Passion at Play