

Course Numbering Policy



Keene State College Policies and Procedures

Course Numbering Policy

Section Menu

All courses carry four credits unless otherwise indicated. Prerequisites, if there are any, are listed at the end of each course description.

100/200-level courses are introductory and intermediate courses usually taken during the freshman and sophomore years.

300/400-level courses are upper division courses, usually taken by juniors and seniors.

500 and 600-level courses are graduate courses but are open to senior undergraduates with permission of the appropriate academic program chair or school dean.

College-Wide Numbering Policy

All courses ending in the two digits "90" will be rotating special topics courses (that may be repeated by students for credit as topics vary).

All courses ending in the two digits "98" will be independent studies.

All courses ending in the two digits "99" will be experimental courses.

The registrar shall be authorized to adjust the numbering of extant catalog courses to bring them into compliance with the standardized numbering system. Before making these adjustments, the registrar shall also consult with chairs regarding any changes to their program's course numbers. The College ISP numbering requirement: "Numbers for ISP and non-ISP courses cannot have the same number (e.g., HIST 161 and IHIST 161)", shall not apply to any of the above types of courses since they are conceptual types of courses rather than indicating course content.

Experimental Course Policy

Experimental courses are numbered as 199 (introductory), 399 (advanced), and 599 (graduate). They may be offered as variable credit (1-4 credits) with permission of the program's faculty and the appropriate school dean. Faculty may not offer the same experimental course more than twice. This includes offering an experimental course more than twice with an alteration to the course title or offering the same course topic at a different course level. If a topic is to be regularly offered, then it needs to proceed through the curriculum process and become a course listed in the catalog.

Department Chairs and the relevant Dean's Office shall enforce this policy.

Since courses with the prefix of KSC serve the entire college, all new KSC courses must be reviewed by all school curriculum committees as well as the Senate Curriculum Committee and approved by the College Senate. Additionally, since enforcement of academic policy regarding experimental courses being taught no more than twice is charged to the relevant department chair and deans' office and KSC courses have neither a home department nor school, no KSC experimental courses shall be offered (199, 399, etc.). In order to allow current necessary KSC courses to be offered until they may go through the curriculum process and enter the catalog, the policy of no KSC experimental course offerings shall go into effect in academic year 2019-2020.