

# How Courses Get Numbered, How/Why Numbers Change, How Courses Are Added, Changed, and Terminated Within FAU's Course Inventory Based on Statewide Course Numbering System (SCNS) and Florida Atlantic University Rulings

Locations for further information:

The Statewide Course Numbering System (SCNS): <https://flscns.fldoe.org/>

University Graduate Programs Committee (UGPC) guidelines:

<http://www.fau.edu/graduate/faculty-and-staff/programs-committee/index.php>

University Undergraduate Programs Committee (UUPC) guidelines:

<http://www.fau.edu/uupc/documents/uupcpolicies-final.pdf>

## How Courses Get Numbered

- Syllabi are emailed to Elissa Rudolph in the Registrar's Office (erudolph@fau.edu) to request new course numbers.
- Course numbers are suggested based on content, level, and type of course based on current listings within FAU and the SCNS.
- All four digits help place the course within the discipline's taxonomy. See Appendix C in the University Catalog for what each digit represents.
- Undergraduate and graduate courses do not share the last three digits. Example: EEL 4340, Digital Electronics, cannot have a similar advanced course, EEL 6340, Advanced Digital Electronics, with the same last three digits. The course number would probably be EEL 6344.
- Once a course has received all FAU approvals, suggested course numbers are reviewed by SCNS faculty discipline committees, comprised of faculty members throughout the state, and the SCNS facilitators before the new course is added to FAU's inventory. Once the course has been reviewed by the SCNS, a notification is posted in FAU's inbox in the SCNS database. Notification is emailed to each college representative on the UUPC once the new course/course changes are entered in the FAU course inventory and in the University Catalog so that the college representative may inform each particular department that their course has completed the approval process and is ready for scheduling.
- The process flow is this: the department or professor fills out the course form, obtains a course number, the proposal is then reviewed and approved by college curriculum committee, then reviewed and approved by the appropriate university curriculum committee, reviewed and approved by the University Faculty Senate, approved by the Provost's Office, submitted to the SCNS for their review, then added to or changed in FAU's course inventory and the University Catalog. The new or changed course is then available for scheduling. This process should take no more than three months from the initial approval in the college curriculum committee, unless it is summer or the committees' schedules do not mesh or there is some question on the proposal.

- This listing of a century (900-999) of decades (900-909, for instance) of course numbers from the SCNS is typical of all disciplines. Directed independent studies are slotted into the 900-909 decade (FAU has many at 4905, 6906, for instance). Special topics are slotted into the 930-939 decade (4930 or 6936 and the like).

☐	900-999 GENERAL MISCELLANEOUS CATEGORIES
☒	900-909 - DIRECTED READINGS/INDEPENDENT STUDIES
☒	910-919 - DIRECTED INDEPENDENT RESEARCH
☒	920-929 - COLLOQUIA/SYMPOSIA/WORKSHOPS
☒	930-939 - SPECIAL TOPICS/SEMINARS
☒	940-949 - INTERNSHIPS/PRACTICUMS/CLINICAL PRACTICE
☒	950-959 - ACTIVITIES/PERFORMANCES/PUBLICATIONS
☒	960-969 - PRELIMINARY/COMPREHENSIVE EXAMINATIONS
☒	970-979 - THESIS/THESIS DEFENSE
☒	980-989 - DOCTORAL DISSERTATION AND DISSERTATION DEFENSE
☒	990-999 - RESERVED FOR SPECIAL INSTITUTIONAL PURPOSES

## How/Why Course Numbers Change

- The department changes the course content or level.
- The SCNS conducts a field review. The SCNS goes through this process for every discipline every 5 to 7 years. Some fast advancing disciplines, such as computer technology and digital media, are reviewed more often out of necessity. The faculty discipline committee reviews all course syllabi in the state in a particular discipline (this is why we require up-to-date syllabi from departments). They make suggestions and send the suggestions to the institution.
- FAU accepts or appeals the field review change. Normally we accept unless the change would affect a program adversely.

## How Courses Are Added, Changed, and Terminated Within FAU's Course Inventory

- Changes to the inventory only happen if the proper approvals are in place. For example, a grading option change from regular grading to pass/fail is not acted upon unless the department has submitted a change form with all of the appropriate signatures, and it has gone through the complete committee approval process.
- All signed forms are retained by the Registrar's Office and scanned to a virtual library.
- Courses not offered in 5 years must be removed from FAU's inventory, according to Florida Statute 1007.24(8). FAU conducts an inactive course review each fall in which departments are asked to look at such courses and make the decision to retain or delete. Courses with "9" as the second digit (special topics, seminars, internships, study abroad and the like) are excluded from this process.