OSRHE and SWOSU Program Approval and Catalog Master Screen Approval Process

1. Departments shall submit New Program and Program Modification requests to the Provost who will review and submit the changes to the President. The President submits them to RUSO and OSRHE. The President's Office will notify the Provost, Associate Provost and the department chairs of approved program requests from OSRHE (approval letter.
2. Departments shall submit New Program and Program Modification requests by October 1 to allow sufficient time for requested changes to be effective the following fall.
3. Departments shall submit Catalog Master Screen requests along with a copy of the OSRHE approval letter to the Associate Provost office.
4. Departments shall submit Course Modification requests after Catalog Master Screen data is in the catalog report on the administration vax.

New Program and Program Modification requests that impact course numbering shall follow this sequence. Every program course four digit number shall be unique and not duplicate the first three digits.

COURSE NUMBER CODING SCHEME:

a. First Position is the Class Level:
   i. 1xxx = Freshmen Level;
   ii. 2xxx = Sophomore Level;
   iii. 3xxx = Junior Level;
   iv. 4xxx = Senior Level;
   v. 5xxx = Graduate Level
b. Next two position indicate the type of class:
   i. x00x = Individual Study Course. This is a non-existing course used on a one time, instructor approved basis.
   ii. x01x = Seminar
   iii. x02x, x03x, x04x…, x10x x11x, x12x…, x20x, x21x, x22x…, =Departmental course sequencing. This is for sequencing of courses within the department. The first three numbers have to be unique within the departments. **<u>DO NOT REUSE COURSE NUMBERS.</u>**
c. The last position indicates the number of Credit Hours the course has.
   i. xxx0 = The '0' indicates a Variable Credit Course and the credit hours it is offered will vary for each time the course is offered. Currently our Catalog has a '0' record, but then also has individual records for each separate credit hour for which it can be offered. Only the '0' record will be flagged to send to the Regents if they ever request our Course Inventory.
   ii. xxx1= the course is a one credit hour course
   iii. xxx2 = the course is a two credit hour course

- IT Dept. has to change the Course ID Number if two courses with different course numbers have identical courses and one course counts for another. (i.e. lower level and higher level) This is not an easy task so please avoid this whenever possible.
- The Provost office will notify the IT Dept. when OSRHE approves program changes <u>if a department is making prefix changes</u>.