

GUIDE TO COURSE QUALITIES FOR DEPARTMENT CHAIRS AND PROGRAM DIRECTORS

The following is a list of course qualities stored in the Banner academic records system. A change in any of these elements for a current course must be communicated to the registrar's office. As new courses are approved, values for these elements will be obtained from course approval forms and departments will be contacted for any missing information. Departments seeking to cross-list an existing course from another department, should see the section on cross-listing courses below.

When a class session is created from a course catalog record, course qualities are copied. Ensuring that course and class information is accurately represented in the academic records system is very important as this information will be used in the degree audit program and in reporting and research on course offerings.

Active/Inactive

Catalog records will be created when courses are approved by the full university faculty or, in the case of music courses, the conservatory faculty. Catalog records will be marked "active" until the registrar's office is informed the course will no longer be offered.

As of 3/5/2002 the Committee on Instruction determined the following:

1. Starting with Fall 2001, if a course is not taught for 5 years it will be inactivated in the data system.
2. If an inactive course has been taught within the last 10 years, a department may ask the registrar to re-activate it assuming there will be no significant changes in the course.
3. If a course has not been taught within the last 10 years, a department must make a request to the Committee on Instruction to have it reinstated and should provide whatever information is currently being requested for new course approvals.

Department

Department offering the course.

Subject

Subject of the course.

Course Number

Once assigned, course numbers will not be reused. Departments preparing approval requests for new courses may request a catalog review report showing all active and inactive course numbers.

Title

A course title may be 30-characters long and may not include periods or commas.

Division

The division of the course will be assigned automatically based on subject and department. Subjects not included in the division list (see the course catalog) will be marked non-divisional.

Level

All courses offered as part of undergraduate programs will be automatically listed as “UG” for undergraduate level. Lawrence offers a limited number of graduate level courses in two summer programs for secondary school teachers.

Credit

A standard course is 6 units. The smallest amount of credit awarded is 1 unit. A course may be listed as “variable”-- the number of units awarded to be determined by the instructor and the student as in tutorials or independent study. A course may be listed at a specific number of units. A course may be listed at two different unit values. For example, individual performance instruction in music may be taken for 3 units or 6 units.

Repeat Rule

The majority of courses may not be repeated for credit unless a student earns an F. Some course numbers, such as music lessons, may be reused every term, but it is assumed that the content changes. Some courses may be repeated up to a maximum limit, for example a 1 unit course may be repeated three times for a maximum of 3 units. Topics courses are marked as non-repeatable to support a course audit each term. Students may repeat the course when the topic is different.

Grading Mode

There are three grading modes: standard (A-F), IP allowed (A-F or IP where credit will be awarded only upon completion of the sequence as in tutorials or independent study), and S/U only.

Schedule Type

Each course is assigned a schedule type:

01 STANDARD: Classes meet regularly for 210-220 minutes of instruction per week over a 10-week term for six units; or a proportional amount of time for less than six units.

02 STANDARD PLUS: Classes meet on a modified standard schedule for approximately 230-270 minutes of instruction per week over a 10-week term for six units (or a proportional amount of time for less than six units). Additional class time is used for recitation/discussion/applied sessions.

03 STANDARD PLUS ADDITIONAL: Classes meet on a modified standard schedule for approximately 280-350 minutes of instruction per week over a 10-week term for six units (or a proportional amount of time for less than six units). Additional class time is used for recitation/discussion/applied sessions.

04 STANDARD PLUS LAB: Classes meet on a standard schedule plus an additional laboratory session for approximately 380 minutes of instruction per week over a 10-week term for six units (or a proportional amount of time for less than six units).

05 LAB/STUDIO: Classes consist of regularly scheduled laboratory or studio sessions only and meet for approximately 420-510 minutes per week over a 10-week term for six units (or a proportional amount of time for less than six units).

06 INDIV PERFORMANCE STUDY: Classes consist of ½ or 1 hour lessons each week over a 10-week term for six, three or two units.

07 GROUP PERFORMANCE STUDY: Classes consist of regularly scheduled meetings and performance(s) during a 10-week term. Instruction time per unit varies by course.

08 INTERNSHIP/PRACTICA: Length of course determined by nature of the internship. No formal instruction although work is evaluated by faculty and guidance may be provided. Units awarded are determined by sponsoring department or the Committee on Instruction.

09 TUTORIAL: Regular meeting schedule during a 10-week term, including length of meetings, is determined by instructor and student. Course is recorded on a term basis, but may be continued for more than one term. The number of units to be awarded is determined by instructor and student before registration.

10 IS: Student works independently, with some meetings with instructor. Course is recorded on a term basis, but may be continued for more than one term. The number of units to be awarded is determined by instructor and student before registration.

11 WRITING FOR CREDIT: Student challenges course within a one-year time frame; no formal instruction.

12 OFF-CAMPUS PROGRAM: Course is part of either a Lawrence-run or consortial off-campus program. Instructional time per unit varies by course and program and may be based on a term or semester calendar.

13 GRADUATE COURSES: Course is part of limited number of graduate programs. Instruction time per unit varies by program.

14 DIRECTED STUDY: Tutorial of one or many using a syllabus set by the instructor; not for creative or research work.

15 DECEMBER TERM: Created for the December Term. May involve trips away from campus, performances, projects.

Prerequisites

Prerequisites are listed in the printed course catalog and the class schedule. Prerequisite checking is done during the academic advising process and it is the student's responsibility to make sure all prerequisites are met before the class begins. Instructors are to clearly state prerequisites in syllabi and discuss them on the first day of classes. Student records are not checked for prerequisites during the registration process. Instructors who have concerns about a student's preparation should discuss them with the student and the student's advisor.

Changes in prerequisites need to be communicated to the Registrar's Office for the class schedule and for the catalog listing which is prepared from data stored in Banner.

Permission Required for Registration

If a course is listed as requiring permission to register, a student will not be allowed to register for the course until the instructor records his or her approval in the Voyager system.

Enrollment Limit

The registrar's office controls waiting lists for limited enrollment courses until the first day of classes for the term. Adding or modifying an enrollment limit for a course, or for a particular class session, requires the permission of the dean of the faculty.

Cross-Listing

Departments may cross-list courses offered by other departments with the approval of the Committee on Instruction. Cross-listed courses do not need to match in course numbers, but must match on the type of units (upper or lower level) awarded for the degree. In other words, both listings must be numbered 200 and above, or both below 200. A cross-listed course will be counted towards department and divisional limits and applied to general education distribution requirements based on the subject under which the course is listed on the student's academic record.

Students will be required to register for the parent course of the cross-listing and may choose to submit a "Cross-List Course Request Form". At the end of the class change period for the term in which the class is offered, student registrations will be modified to reflect the cross-list request. Instructors will receive multiple final grade sheets, one for each listing of the class.

Campus

The majority of Lawrence courses are offered on the Appleton campus. A campus code for remote study, London, or other off-campus programs will be attached to the course record as needed.

Course Attributes

Course attributes are markers that will be attached to course or class records and used to build the rules for the degree audit system. All courses will have several basic attributes defining subject, level, and division. Most courses will have attributes that control how the courses will be applied to general education requirements. Some courses will have additional attributes.

Department chairs should review course attributes at least once each year and contact the Registrar's Office if there are questions or changes.

UL01-UI06 Course level
UD01-UD05 Division
S001-S056 Subject

A001 Laboratory course
A002 Instruction conducted in a foreign language
A003 Music course
A005 Cross-listed course
A010 Internship/Practica
A011 Paired Course
A012 ESL Course

G001-G020 1986 GER requirements for B.A. and B.A./B.Mus. degree programs

G031-G052 2001 GER requirements for B.A. and B.A./B.Mus. degree programs

N001-N008 1996 GER requirements for B.Mus. degree program

N010-N017 2001 GER requirements for B.Mus. degree program

N010-N020 2007 GER requirements for B.Mus. degree program

M001-M002 1995 BKS requirements for B.Mus. degree program

M003-M012 1995 Music theory requirements for B.Mus. degree program

M013-M022 1995 Music history requirements for B.Mus. degree program

M025-M032 2000 Music history requirements for B.Mus. degree program

M066-M071 2015 Musicology requirements for B.Mus. degree program

M035-M064 2001 Music theory requirements for B.Mus. degree program