

# COMMON COURSE GUIDELINES

Last Revised June 2005 AAC meeting

## I. Definition

Courses are common if a course offered by one institution has essentially the same content (subjects/breadth) and level of instruction (depth) as a course offered by another institution. Courses approved as meeting system general education requirements are not necessarily common. Any course that is cross-listed, and any 500 level course that is dual-listed, with a common course is also considered to be a common course.

## II. Guidelines

1. Common courses shall have common CIP codes, prefixes, course numbers, course titles, course descriptions, and prerequisite requirements.
2. Common courses at the 100 and 200 level shall have the same number of credit hours.
3. Common courses at the 300 and 400 level course credit hours shall be within +/- 1 credit.
4. The same course number should be used for courses that have both a lecture and a laboratory. The laboratory will be identified by an L (e.g. 101/101L). This applies to both composite courses (students must register for the lecture and the lab concurrently) and courses for which the student may register for the lecture and the laboratory in separate terms. Lab courses for which there are no parallel lectures courses do not need the L identifier.
5. For 100/200 level lecture/lab courses that are considered to be common, the total number of credit hours must be the same. The number of credit hours attached to the lecture and the lab may vary between the universities as long as the total number of credit hours is the same. Faculty workload associated with labs is determined by each campus.
6. Deviations from the common course format must be approved on a case by case basis.
7. Courses that are considered to be unique shall not have the same course number and/or title as courses that are considered to be either common or unique. A course may be unique due to differences in level of instruction, accreditation standards, or level of the degree program.
8. The prefix need not reflect the name of the department offering the course.
9. Common courses need not be offered at all universities.
10. Common course numbering guidelines (below) shall be followed.
11. Common courses will have common catalog descriptions. Guidelines for common course catalog descriptions shall be followed. (See page 4).
12. Universities are not required to offer all of the courses associated with a common course's prerequisites.
13. Any changes to a common course must be approved the Executive Director.

## III. Common Course Numbering

The following middle digit 9 numbering scheme is used in the South Dakota public university system:

x90	Seminar
x91	Independent Study
x92	Topics
x93	Workshop
x94	Internship
x95	Practicum
x96	Field Experience
x97	Cooperative Education

	498	Undergraduate Research/Scholarship
	099	Experimental - Remedial
199, 299, 399, 499, 599, 699		Experimental

In addition, the following 700 and 800 level course numbers are also used in common:

	788	Master's Research Problems/Projects
	789	Master's Research Problems/Projects Sustaining
798/898S/898D*		Thesis/Dissertation
799/899S/899D*		Thesis Sustaining/Dissertation Sustaining

\*As appropriate, an S or D should be appended to a course number to distinguish between courses for specialist and doctoral degree seekers.

Disciplines may add courses in the x90 series with permission of the Vice President for Academic Affairs. These decisions will be included in the annual report on curriculum actions.

#### **IV. Common Course Grading [new section as per June 9, 2005 AAC decision – to be effective for grading in Summer 2005 and forward]**

1. x9x series: grading may be A, B, C, D, F, S, U. The decision will be made by the university and entered at the section level when the course is created in Colleague. The university may seek faculty input. When an x9x course or unique course is initially created at the course level (centrally) it will be assumed that A, B, C, D, F grading will be required unless the New Course Request indicates otherwise. Universities requesting a change to S/U grading for a course must submit a Minor Course Modification form. After approval is obtained the grading change is made at the section level by the universities.
2. For all common courses, assume that grading is A, B, C, D, F unless S, U is specified. When a common course is initially created at the course level (centrally) it will be assumed that A, B, C, D, F grading will be required unless the New Course Request indicates otherwise. A university requesting a change in grading a common course (other than the x9x courses above) must submit a Revised Course Request - Common Courses. Upon receipt of approval, the university will make this change at the section level.
3. A university may determine to use S, U for all sections of a common course after approval of a Revised Course Request - Common Course Form.

#### **DEFINITIONS**

##### **SEMINAR**

A highly focused, and topical course. The format includes student presentations and discussions of reports based on literature, practices, problems, and research. Seminars may be conducted over electronic media such as Internet and are at the upper division or graduate levels. Enrollment is generally limited to fewer than 20 students  
Instructional method type is E.

##### **INDEPENDENT STUDY**

Includes **Directed Study, Problems, Readings, Directed Readings, Special Problems, and Special Projects.**

Students complete individualized plans of study which include significant one-on-one student-teacher involvement. The faculty member and students negotiate the details of the study plans.

Enrollments are usually 10 or fewer students. Meeting depending upon the requirements of the topic.  
Instructional method type is "I".

### **TOPICS**

Includes **Current Topics, Advanced Topics** and **Special Topics**.

A course devoted to a particular issue in a specified field. Course content is not wholly included in the regular curriculum. Guest artists or experts may serve as instructors. Enrollments are usually of 10 or fewer students with significant one-on-one student/teacher involvement.  
Instructional method type is "X".

### **WORKSHOP**

Special, intense sessions in specific topic areas. Approximately 45 hours of work is required for each hour of credit. Workshops may vary in time range but typically use a compressed time period for delivery. They may include lectures, conferences, committee work, and group activity.  
Instructional method type is "W".

### **INTERNSHIP**

Applied, monitored and supervised, field-based learning experience for which the student may or may not be paid. Students gain practical experience; they follow a negotiated and or directed plan of study. A higher level of supervision is provided by the instructor in these courses than is the case with Field Experience courses.  
Instructional method type is "S".

### **PRACTICUM**

Applied, monitored and supervised, field-based learning experience for which the student may or may not be paid. Students gain practical experience; they follow a negotiated and or directed plan of study. A higher level of supervision is provided by the instructor in these courses than is the case with Field Experience courses.  
Instructional method type is "S".

### **FIELD EXPERIENCE**

Applied, monitored and supervised, field-based learning experience for which the student may or may not be paid. Students gain practical experience; they follow a negotiated and or directed plan of study established between the student, instructor and field experience supervisor. Due to the presence of a field experience supervisor, a lower level of supervision is provided by the instructor in these courses than is the case with an Internship or Practicum course .  
Instructional method type is "S".

### **COOPERATIVE EDUCATION**

Applied, monitored and supervised, field-based learning experience for which the student may or may not be paid. Students gain practical experience; they follow a negotiated and or directed plan of study established between the student, instructor and field experience supervisor. Due to the presence of a field experience supervisor, a lower level of supervision is provided by the instructor in these courses than is the case with an Internship or Practicum course .  
Instructional method type is "S".

### **Undergraduate Research/Scholarship**

Includes **Senior Project**, and **Capstone Experience**.

Independent research problems/projects or scholarship activities. The plan of study is negotiated by the faculty member and the student. Contact between the two may be extensive and intensive. Does not include research courses which are theoretical.  
Instructional method type is "J".

**MASTER'S RESEARCH PROBLEMS/PROJECTS**

Independent research problems/projects that lead to a research or design paper but not to a thesis. The plan of study is negotiated by the faculty member and the candidate. Contact between the two may be extensive and intensive. Does not include research courses which are theoretical.

Instructional method type is "J".

**MASTER'S RESEARCH PROBLEMS/PROJECTS SUSTAINING**

This is a zero credit hour instructional method type used to track students who are not currently working with faculty on thesis or doctoral activities. Universities may require students to register under this instructional method type to remain active degree candidates.

Instructional method type is "U".

**THESIS/DISSERTATION**

A formal treatise presenting the results of study submitted in partial fulfillment of the requirements for the applicable degree. The process requires extensive and intensive one-on-one interaction between the candidate and professor with more limited interaction between and among the candidate and other members of the committee.

Instructional method type is "T".

**THESIS SUSTAINING/DISSERTATION SUSTAINING**

This is a zero credit hour instructional method type used to track students who are not currently working with faculty on thesis or research activities. Universities may require students to register under this instructional method type to remain active degree candidates.

Instructional method type is "U".

**V. Common Course Catalog Descriptions Guidelines**

<b>CIP Code</b>	All changes must be approved by AAC and will apply to all institutions offering the course.
<b>Subject Prefix</b>	All changes must be approved by AAC and will apply to all institutions offering the course. A campus cannot change the Subject Prefix in the institutional catalog description. Cross listing of courses is determined by the institution and may be included in the catalog description.
<b>Course Number</b>	All changes must be approved by AAC and will apply to all institutions offering the course. A campus cannot change the Course Number in the institutional catalog description.
<b>Course Title</b>	All changes must be approved by AAC and will apply to all institutions offering the course. A campus cannot change the Course Title in the institutional catalog description.
<b>Course Description</b>	Campuses may add to but cannot delete from the approved common course description.
<b>Course Prerequisites</b>	All changes must be approved by AAC and will apply to all institutions offering the course. A campus cannot add to Course Prerequisites in the institutional course description. A campus cannot delete Course prerequisites in the institutional course description unless the campus does not have approval to offer the prerequisite course.

**Section  
Registration  
Restriction Field**

Prerequisites and Corequisites listed in this field may vary by campus and will be included in the institutional catalog description. All changes must be approved by AAC prior to being changed in the institutional catalog.

**Campus Manual  
Process**

Prerequisites listed in this category may vary by campus and will be included in the institutional catalog description. All changes must be approved by AAC prior to being changed in the institutional catalog.