HAMAD BIN KHALIFA UNIVERSITY

AC-A-09.V01: COURSE NUMBERING POLICY

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Date Endorsed by the Provost: 6 April 2017
Date Endorsed by the President: 20 April 2017
Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017
Last Updated:

1. PURPOSE

The purpose of this policy is to establish standards for assigning course numbers based on the level at which they are offered at HBKU.

2. POLICY DESCRIPTION

Course numbers provide valuable information to the University's community; it assigns a distinguished level for courses, which conforms to commonly accepted practices in higher education.

2.1 DEFINITIONS

- **Course Code**: Up to four-character alpha prefix that refers to the course's subject
- **Course Number**: Three numerical digits which follow the course code
- **Credit Hour**: A unit of measuring the time spent by students on educational activities and is based on the number of contact hours per week in a class. At HBKU, a credit hour is equivalent to one contact hour per week, spent in direct contact with faculty instruction. It is also the equivalent of a minimum of two contact hours per week for other modes of instructions for the entire academic semester.
- **Freshman**: A first-year student who earned 0-29 credit hours
- **Sophomore**: A student who earned 30-59 credit hours
- **Junior**: A student who earned 60-89 credit hours
- **Senior**: A student who earned 90 or more credit hours
- **Bridging Courses:** Graduate or undergraduate courses necessary to bridge a gap of knowledge in a discipline to meet background entry requirements in a specific discipline. Bridging courses do not count towards the graduate degree requirements.

2.2 POLICY STATEMENTS

1. Courses at HBKU are defined by a course code and course number. The course code defines the abbreviation of the subject area as approved in the program's study plan.
2. A program of study may have more than one course code. Each course code will be specific to a subject area.
3. The first digit of the course number shall designate the level of the course as follows, while the remaining two digits shall be used for numbering the course's identification.
   - 001-099: Pre-college courses that are not recognized for credit or to satisfy degree requirements at HBKU;
   - 100-199: Freshman-level courses that introduce the foundation of a discipline or general education courses and do not require prior college experience;
   - 200-299: Sophomore-level courses that constitute an intermediate level between introductory and advanced level in a given discipline, or general education courses that require prior University experience;
   - 300-399: Junior-level courses that constitute prerequisites to specialized courses in the discipline;
   - 400-499: Senior-level courses that constitute advanced-level courses in the discipline;
   - 500-599: Reserved for bridging graduate courses and for disciplines that require five-year programs (e.g. architecture, pharmacy etc.);
   - 600-699: Master's-level courses but may be taken by doctoral students;

- 700-899: Doctoral-level courses but may be taken by master's students.
4. An alphabetical character may be used after the course number to indicate a specific criterion such as an honors course.
5. The following course numbers shall be used:
    - 690 course number for projects;
    - 695 for master's thesis hours;
    - 699 for master's thesis defense;
    - 790 for doctoral qualifying exam (this course does not appear on the transcript);
    - 799 for the candidacy exam (this course does not appear on the transcript);
    - 890 for dissertation hours;
    - 899 for the dissertation defense.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and deans.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE

1. The office of the Registrar shall update the course numbers as per the policy.
2. Equivalency matrix for all courses shall be made by the Registrar and updated in Banner.