ADD, MODIFY, AND INACTIVATE COURSES POLICY

Policy Statement

Courses at Terra State Community College (TSCC) shall be numbered to designate college credit/non-credit and freshman/sophomore years.

Policy Details

Special topics, remedial, and experiential-based courses shall follow an appropriate numbering system. The addition, modification, and inactivation of courses will be completed after receiving documented approval from Terra State's governing body.

Course Addition, Modification, and Inactivation

A course addition, modification, or inactivation will be completed in both the student information system and the catalog software simultaneously. Changes to the course descriptions and/or Pre/Co-Requisites must first be approved through Curriculum Committee and then through the Council for Academic and Student Affairs.

Course Numbering Guidelines

1. Courses will consist of a three-letter code for each departmental area, followed by a four-digit number.
2. The Director of Institutional Research will assign numbers based upon faculty recommendation.
3. Basic guidelines in assigning numbers to semester courses
   a. The **first digit** will represent the course level
      i. 0 = developmental course (i.e. MTH0###)
      ii. 1 = 1st year course (i.e. MGT1###)
      iii. 2 = 2nd year course (i.e. MET2###)
   b. Faculty should recommend the appropriate level based on the difficulty of the course.
      i. A 1st year course without another CAD course prerequisite should be numbered similar to CAD1100
      ii. A 1st year course with other CAD course prerequisites should be numbered similar to CAD1800
   c. Course sequences should follow in a logical progression and have corresponding numbers.
   d. The **second** and **third** digit. Randomly selected except for the following.
      i. **Special Topic** courses should use the second and third digits **70**.
      ii. **Capstone** courses should use the second and third digits **90**.
      iii. **Project** courses should use the second and third digits **95**.
      iv. **Practicum, Internship, and Co-operative Work Experience** courses should use the second and third digits **98**.
      v. **Transfer-in** courses without TSCC equivalent should use the second and third digits **99**.
   e. The **fourth digit**
      i. Lecture & Lecture/Lab = **0**, **(1** if **0** not available)
      ii. Clinical = **3, (4** if **3** not available)
      iii. Lab only= **5**
      iv. Online Lab = **7**
      v. Any = **2, 4, 6, 8,** & **9**

External Procedures

NA

Resources

NA

Documentation

NA

Definitions

Term	Definition
HEI	Higher Education Information – system that stores data submitted by Ohio's colleges and universities.

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
5/26/2004	Issued		
11/19/2019	Revised		
11/21/2019	Revised		
4/3/2023	Revised		Eric Steinberger
4/20/2023	Policy	CASA Approval with edits	Cory Stine, CASA Co-Chair
2/19/2026	Entire Document	Reviewed	Eric Steinberger

**Full name of CASA Committee Chair, signatory, or designee

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