

## **Policy for Course levels**

### **College of Arts and Sciences Curriculum Committee**

**December 2011**

This document provides a general, college-wide meaning for the definition of course levels. Determination of the degree of conformity to these guidelines is under the purview of each department and the Curriculum Committee.

#### **100/200-level Course Designation:**

1. Courses designed for freshman and sophomores, but open to all levels.
2. Courses with no prerequisites (or 100-level prereqs for 200-level).
3. Courses of beginning to intermediate college-level difficulty.
4. Introductory or survey type courses devoted to particular areas or fields within a discipline that define basic concepts, terminology, and methodologies
5. Expectations: students have basic writing, reading and comprehensive skills needed to accomplish the required work

#### **300-level Course Designation:**

1. Courses designed for sophomores, juniors and seniors
2. Courses must have lower-level courses as prerequisites or at least sophomore standing
3. Courses of intermediate to advanced college-level difficulty
4. Course extends student's understanding of a subject beyond the introductory level, featuring a more focused and in-depth study of a particular area or field within a discipline. Courses often explore current perspectives, controversies, and scholarship on the topic.
5. Course may be geared toward majors and non-majors or it may be specifically for majors (and as such should be stated in the course pre-requisites)
6. Expectations: students have acquired higher skills in writing, reading and comprehension with the ability to perform needed analysis and synthesis and research; students are required to produce some substantial work, such as an in-depth research paper or creative or experimental project

#### **400-level Course Designation:**

1. Courses designed for juniors and seniors
2. Courses must have 300-level related courses as prerequisites or a certain year of standing
3. Courses of advanced college-level difficulty
4. Courses are geared specifically toward majors and minors
5. Course is designed to closely examine a single topic or limited range or topics; often consisting of a seminar setting which encourages student discussion and interaction
6. Expectations: students have completed a substantial amount of work at the lower and 300-levels that enables them to be comfortable in the field and work fairly independently to produce a substantial project

## **Policy for HPER Administration**

### **College of Arts and Sciences Curriculum Committee**

**October 2012**

**Paige Baugher, Chair**

The College of Arts and Sciences Curriculum Committee gives the Director of the School of Natural Sciences, upon consultation with the HPER administrators, the authority to change/add/delete HPER 15X courses without formal approval from the Curriculum Committee. The Curriculum Committee requests that when these change do occur, the current CC chair should be informed.

## **Policy for Course Substitution into Focal Studies**

**College of Arts and Sciences Curriculum Committee**

**May 2014**

**Paige Baugher, chair**

**Pacific University Courses:** In the case of course substitutions in focal studies, a student must submit a substitution request form to the Advising Center Director. The Advising Center Director will then submit the form to the Associate Dean of Student Academic Affairs and the relevant School Director to request approval for the substitution. If approved, the Advising Center Director will inform the academic advisor and the relevant School Director will inform the appropriate department. If the course is not an X55 course, the School Director will submit the appropriate paperwork to the Curriculum Committee and to the relevant department. The Curriculum Committee will consult with the appropriate department and then decide whether the substitution should be a permanent addition to the focal study. There is no appeals process for substitutions denied by the Associate Dean of Student Academic Affairs and the relevant School Director.

**Transfer Courses:** In the case of transfer course substitutions in focal studies, the Advising Center Director will request approval from the Associate Dean of Student Academic Affairs and the relevant School Director. If approved, the Advising Center Director will inform the academic advisor and the relevant School Director will inform the appropriate department. If the substitution is denied there will be no appeals process. These transfer course substitutions (accepted or denied) should be banked for future reference.

**Study Abroad Courses:** Currently, one semester of study abroad courses can count as one focal study. If a student studies abroad for two semesters, one semester of study abroad courses will count as one focal study. Courses completed in the other semester can be substituted into other focal studies as transfer courses (see Transfer Course policy above). Because the study abroad focal study can be retroactive, students (prior to fall 2013) may use their study abroad credits for either one focal study or course-by-course focal studies course substitutions. If the student elects the course-by-course substitution, these courses will be treated as transfer courses (see above Transfer Course policy).

**Advanced Placement and International Baccalaureate Courses:** AP or IB courses deemed equivalent to specific Pacific University courses should be included as those specific Pacific University courses in the focal studies. Those IP and AB courses not equivalent to specific Pacific University courses will go through the same process for substituting a transfer course in a focal study (see above Transfer Course policy).

New Policy: 4/28/14

## **Policy for Study Abroad Focal Study for Students Enrolled in the Dual Enrollment Program with Kansai Gaidai University.**

**College of Arts and Sciences Curriculum Committee**

**May 2013**

**Paige Baugher, Chair**

Students enrolled in this exchange program may have one semester of the courses taken at Pacific University count as the study abroad focal study. It is understood that these students would not be taking courses that would count for any other focal study during this semester. These students can also be allowed IP/DP credit for their exchange with Pacific University. Monitoring of these policies will be done by the Advising Center Director and the Coordinator of the Dual Enrollment agreement with Kansai Gaidai University.

## **Policy on Graduate Course Substitutions for Undergraduate Courses**

**College of Arts and Sciences Curriculum Committee**

**May 2013**

**Paige Baugher, Chair**

The CAS CC is allowed to make such course substitutions on consultation with the Advising Center. These substitutions will be carefully made on a course-by-course basis.

## **Policy on Pacific University Internal 3/2 Programs Awarding a Bachelor's Degree from the College of Arts and Sciences**

**College of Arts and Sciences Curriculum Committee**

**May 2013**

**Paige Baugher, Chair**

A Pacific University Internal 3/2 program is defined as an academic program in which a student at Pacific University can be awarded a Bachelor's Degree from the College of Arts and Sciences and a Master's Degree from one of the Pacific University graduate programs in five years. Generally, these 3/2 programs will be designed so that a student will move to the specified graduate program after three years of course work in the College of Arts and Sciences, followed by two years of course work at the graduate level. Because the undergraduate degree is awarded by the College of Arts and Sciences, the College of Arts and Sciences Curriculum Committee will thoroughly evaluate the proposed program to ensure that it meets all standards required by the College of Arts and Sciences. The undergraduate curriculum may include the substitution of graduate course(s) for undergraduate course(s). These course substitutions will be made on a course-by-course basis after careful review. If there is no new major, track, emphasis, or minor created to satisfy the requirements of the undergraduate degree, then the College of Arts and Sciences Curriculum Committee has the authority to approve this curriculum. If there is a new major, minor, track, emphasis, or minor created to satisfy the requirements of the undergraduate degree, then the curriculum must be approved by the faculty.

## **Policy on online course definitions approved by the Faculty Senate**

**University Curriculum and Standards Committee**

**May 2014**

**Paige Baugher, Chair**

**Online course definitions** approved by the faculty senate April 2014

**Face-to-Face (F2F):** Students meet on campus or at the designated physical location and are expected to physically attend class. Dates and times will be included for all meetings. Students may be expected to use online tools outside of class.

**Blended (BL):** 80-20% of the class time will be conducted in scheduled face-to-face meetings with the remainder of class time conducted online either asynchronously or synchronously as outlined by the instructor. Students will be required to have access to appropriate computing tools and have Web access. Dates and times will be included for all F2F and virtual meetings.

**Predominantly online (PO):** The majority of the class time will be online (more than 80%) either asynchronously or synchronously as outlined by the instructor. The remainder of the class time will be spent F2F on campus or at the designated physical location. Students will be required to have access to appropriate computing tools and have Web access. Dates and times will be included for all F2F and virtual meetings.

**Online Synchronous (OLS):** Students meet online in real-time using web-conferencing or related technology during specified times. Students will be required to provide their own appropriate computing tools and have Web access. Dates and times will be included for all virtual meetings.

**Online Asynchronous (OLA):** There are no scheduled meeting times. All coursework will take place online. Students will be required to provide their own appropriate computing tools and have Web access. Students work online on their own time to meet specified course deadlines.

### **Focal studies guideline regarding general survey classes**

**College of Arts and Sciences Curriculum Committee**

**September 11,2014**

**Joel Gohdes, Chair**

Many focal studies include several general survey courses that are relevant to the focal study's topic but are not primarily focused on the particular subject of the focal study. In these cases, students should be allowed to apply no more than one such general course to fulfilling the focal study requirement so that the other two courses taken will always have a primary focus on the specific subject matter of the focal study.