



Office of the University Registrar: Semester Conversion Course Numbering System

Overview

Conversion from the quarter to semester system requires intentionality and forethought to take advantage of transitioning from a 3-digit to a 4-digit course numbering system. The following guidelines were developed after an environmental scan of peer institutions and institutions having experienced term conversion. A common numbering system provides a streamlined and consistent approach to numbering across all colleges and schools and fosters easier transfers between programs.

Level

The first digit of a course number corresponds with the level, which parallels Drexel's 3-digit system (e.g. 100-levels become 1000-levels.) Likewise, courses below 5000 will receive an undergraduate semester level designation, whereas 5000-9999 will be graduate semester.

Undergraduate Course Numbering

	Number Range	Level Designation	Use	Designated Numbers/Special Course Types (See Page 3)
Undergraduate Semester (US)	100-999	Continuing, basic skills	Non-collegiate coursework, not eligible for financial aid or credit towards BS/BA or higher.	N/A
	1000-1999	First-Year/Lower-Level US	Intended for entry-level, first-year students without prerequisites. <i>1002-1099 in particular should remain accessible across all disciplines.</i>	1001 Entry Level Course 1800 Special Topics
	2000-2999	Second-Year/ Lower-Level US	Intended for lower-level, second-year students, may include minimal prerequisites	2059 Variable Topics 2800 Special Topics
	3000-3999	Third-Year/Upper-Level US	Intended for upper-level third- or fourth-year students, often include significant prerequisites	3059 Variable Topics 3800 Special Topics 3900 Independent Study
	4000-4999	Fourth & Fifth Year/Advanced Upper-Level US	Intended for the highest level of disciplinary study at the UG level, normally including some kind of prerequisite(s)	4059 Variable Topics 4800 Special Topics 4900 Independent Study 4997 Research 4998-4999 Senior Capstone Sequence/4999 single Capstone

Graduate Course Numbering

	Number Range	Level Designation	Use	Designated Numbers/Special Course Types (See Page 3)
Graduate Semester (GS)	5000-5999	Introductory Grad	Intended for entry-level master's coursework	5000-5001 Entry Level Course 5059 Variable Topics 5800 Special Topics 5900 Independent Study
	6000-6999	Intermediate Grad	Intermediate-level master's coursework	6059 Variable Topics 6800 Special Topics 6900 Independent Study
	7000-7999	Intermediate Grad	Highest-level master's coursework	7059 Variable Topics 7800 Special Topics 7900 Independent Study 7997 Research [Standalone] (7990-7997 Series) 7998 Master's Thesis Writing Stage 7999 Master's Thesis
	8000-8999	Advanced Level Grad	Entry-level doctoral coursework	8059 Variable Topics 8800 Special Topics 8900 Independent Study
	9000-9999	Advanced Level Grad	Highest-Level doctoral coursework	9059 Variable Topics 9800 Special Topics 9900 Independent Study 9975 Professional Doctorate Capstone 9997 Research [Standalone] (9990-9997 Series) 9998 Dissertation Writing Stage 9999 PhD Dissertation

Converting Quarter Course Numbers to Semester

While quarter courses should not be converted to the semester without review, some basic designated course numbers are listed in the grid above. Additional critical points to consider while planning during the conversion include:

- A quarter course like SPAN 101 would become SPAN 1001, the number 1001 being reserved solely for entry level coursework (where 1000 might be used for a remedial or preparatory course)
- 9999 must be preserved for PhD Dissertation coursework.
- A quarter course like ENGL 105 could become ENGL 1005 – but a department should carefully review their current catalog of offerings with considerations for future growth in that subject area. The 1000 level has 999 course numbers available, and selection of new course numbers should leave room for future creation of courses below and above the selected number.
- When planning courses in a particular subject, consider leaving room for future additions by spacing numbers (e.g. 2000, 2030, 2060, 2090, or 3020, 3040, 3060, 3080.)

- For courses currently planned in a sequence that are not in capstone/research/thesis/dissertation number, instead of creating a series 3060, 3061, 3062 – consider using increments of 1-5 to allow for future evolution of such a sequence, particularly if your program is beholden to accreditation requirements. Using 3060, 3062, 3064, or 3060, 3063, 3066 would allow for additional courses to be created within the sequence at a later date leaving the program room to be more flexible.

Converting Quarter Course Numbers to Semester (Continued)

- For any culminating sequential courses such as master's level research courses, or PhD level research before dissertation, 7090-7097 and 9090-9097 may be used. Work backwards beginning at the ##97 when using multiple courses. Reference the *Special Course Type* section for more information.
- While a Special Topics course is with a range of possible credit amounts and indicates various schedule types that can be selected in different configurations (consistent with the Assignment of Credit Hours contact requirements) courses with a fixed number (e.g., SUBJ 1001) are expected to be offered using all schedule types listed in CIM in every term the course is offered (whether offered as a standalone course or as linked sections.)
- Please follow the evolution of the Assignment of Credit hours policy closely throughout this process and adhere to its definitions. For example:
 - The words 'Independent Study' are reserved for courses with the sole corresponding schedule type of 'Independent Study'
 - The use of the word 'Seminar' should not be used in a course title where the 'Seminar' schedule type is not selected. No schedule type label may be used in the course title where that type is not selected.
 - The exception being the word 'Research' in two scenarios:
 - Established fields of study, such as 'Biomedical Research' may be used without indicating the Research schedule type. Key words and clear course descriptions should provide details as to the course's structure and modality.
 - A scenario where if a course is to be titled 'Dissertation Research in SUBJECT' the schedule type Research would be appropriate and a clear course description should be used for further clarification. Or 'Research Methods in SUBJECT'/Intro to SUBJECT Research' might be used and the lecture type is selected because students are being taught how they will research in the future and it should be clear from the course description that this is not a self-study course.
 - Other exceptions will be approved as they arise as long as appropriate titles and course descriptions are provided.

Please reach out to the Office of the University Registrar if you would like to arrange a catalog review and specific recommendations for conversion and they would be happy to assist you. Turnaround time for a catalog review would be approximately 5 business days depending on the level of review needed.

Special Course Types

Consistency in the numbering of specialty course types, especially those with types of courses that allow variable titles per section, is necessary to allow students and staff to easily identify courses for purposes including but not limited to registration and degree clearance. To maintain consistency across academic units, special courses including Variable Topics, Special Topics, Independent Study, Capstone, Research, Dissertation and Thesis, should be numbered as follows:

Special Course Types Details

Special Course Type	Use	Undergraduate	Graduate	CIM Setup Requirements	Restrictions/Alternatives
Variable Topics	When focusing on advanced subject matter within a field of study outside special topics which is updated regularly to cover evolving current topics in a specified sub-field. Must begin with "Topics in" and be offered 2000 level or higher ("Advanced Topics in" may be used for courses 4000 level and above.)	2059, 3059, 4059	5059, 6059, 7059, 8059, 9059	A student may only enroll in a single section of a variable topics course in a given term, unless the course is designated as a special topic course in CIM. If duplicate registration is desired in SUBJ 2059 001 and SUBJ 2059 002 in a given term, special topics status allows for the application of unique schedule types to each section which facilitates this. May only be offered at static credit value, of either 3 or 4 credits.	Suggested no more than 9 credits of variable topics coursework shall serve as a degree requirement for any plan of study, any additional credits may only serve as an elective.
Special Topics	Course topics decided upon by an academic unit which is not part of a standard curriculum, offered as a 'pilot' course before formal submission into the catalog.	1800, 2800, 3800, 4800	5800, 6800, 7800, 8800, 9800	Must be designated as a special topic course in CIM.	Per university policy, Special Topics coursework may not serve as a degree requirement for a plan of study and may only serve as an elective. Credit range is typically 1-6, with 6 as max credits allowed.
Independent Study	Self-directed study of a high degree of disciplinary sophistication	3900, 4900	5900, 6900, 7900, 8900, 9900	May only use the Independent Study schedule type and cannot be mixed with other schedule types.	Not recommended as a degree requirement. Credit range is typically 1-6, with 6 max as credits for UG, and 1-3, with 3 max as credits for GS.
Capstone	Project where students demonstrate their ability to apply learning to solve practical situations/real-world challenges. Narrow in scope taking various forms such as written reports (including literature review), presentations, prototypes, etc. and is suitable for undergraduate level culminating work.	4999 (single course) 4998-4999 Senior Capstone sequence (recommended)	Any value higher than 5100, 6100, 7100, etc. *Professional Doctorate Capstone Only: 9975	May only use the Capstone schedule type (and cannot be mixed with any other schedule type). *Professional Doctorate Capstone must be setup as repeatable for credit. Must also be setup with credit/no credit grade mode.	When using a 2-course sequence, 4999 should be the course taken second in sequence.
Research	Self-directed study for the purpose of reporting findings of a systematic investigation into a specific topic (in or out of a laboratory setting) which is not directly tied to academic credentialing, but contributes to ongoing faculty research	4997 (single) 4990-4997 (for sequential/multiple research courses)	7997 Master's Research 9997 PhD Research #990-#997 (for sequential/multiple research courses)	May only use the Research schedule type (and cannot be mixed with any other schedule type).	Undergraduate: 4990-4997 may be used for progression towards Capstone. Work backwards beginning at 4997 when using multiple courses. Graduate: 7990-7997/9990-9997 may be used for progression towards Thesis/Dissertation. Work backwards beginning at 7997/9997 when using multiple courses.

Special Course Types Details (Continued)

Special Course Type	Use	Undergraduate	Graduate	CIM Setup Requirements	Restrictions/Alternatives
Thesis	Graduate level, culminating written work including synthesizing existing knowledge, deep analysis and offering a new perspective or interpretation of that research contributing to a field. Displays a deep understanding and critical engagement of scholarly work in a field. Thesis will always be a written paper of significant length.	None	7998 Writing Stage 7999 Final Presentation	May only use the Thesis schedule type (and cannot be mixed with any other schedule type). Must be setup as repeatable for credit. Must be setup with credit/no credit grade mode.	7998-7999 Master's <i>Thesis</i> is reserved for use at the graduate level and may not be used for undergraduate coursework.
Dissertation	Doctoral level, culminating written work including original/expanded research contributing new knowledge to a field. Dissertation will always be a written paper of great length.	None	9998 Writing Stage 9999 PhD Defense	May only use the Dissertation schedule type (and cannot be mixed with any other schedule type). Must be setup as repeatable for credit. Must be setup with credit/no credit grade mode.	9998-9999 Doctoral <i>Dissertation</i> is reserved for use at the post-graduate level and may not be used in undergraduate course titles, nor may the associated schedule type be used for undergraduate course setup.
Transitional Courses	Courses will function as bridge courses to support transitioning students and are expected to run 2-3 years with limited extensions if necessary. These are for transitioning students only and will be exempt from the Section Balancing process.	255T-285T 355T-385T 455T-485T	555T-585T 655T-685T 755T-785T 855T-885T 955T-985T	Must have a course description ending with the following statement: <i>This is a transitional course created for the purpose of aiding in the transition of quarter students to the semester system.</i>	All sections must be created as Web View: No as these are not intended for any other populations.