

OFFICE FOR STUDENT AFFAIRS

Course Section Numbering

To clarify changes that have occurred in the college's course and sectioning number system that have been implemented by departmental primary administrative staff for the past year please see below:

We have been asked by the University Registrar's Office to include all dates and times that each course meets in all of our dental courses. The previous system allowed the designation "arranged" for date and time information; however this designation is no longer allowed except for independent study or research courses. These changes were implemented because MAUI is being used by the UI as the source for all Provost and Board of Regent reports. These reports often include facility usage and teaching effort among other data.

To make our courses fit into the university model and to get the level of detail they want on an individual student, we have had to create multiple sections in some courses to accurately reflect an individual student or group of students' activities on any given day. This change is most pronounced in the third year clerkships, e.g. some clerkships meet with a different group of students on different days of the same week resulting in multiple sections showing what each group of students are doing on any given day to include the time and location of instruction.

Since many of our courses do not fit into the university semester dates this level of course detail has required us to designate many courses as "off-cycle courses". An off-cycle course is one that starts or ends at times that are different than the university's regular semesters. All but 6 of our pre-doctoral courses are considered off-cycle. The off cycle courses require a department and/or collegiate determination of the actual start and end date of each course. To make this determination all class start dates have to show a class time starting on that date and the same is true of the end date. The end date designation must occur at the conclusion of all course requirements and assessments.

Now that the university has moved to daily grade runs, faculty have 10 calendar days from the course end date to submit grades and have them approved by the DEO to avoid "O" grades being populated in MAUI. With the changes in grading cycles the University Registrar's Office requested that the CoD move courses to correspond to the semester designated as the start date, e.g.

- Several courses that were previously listed as spring courses because of the old grade run system have now been designated as fall courses because they start in the fall and grades can be entered when the course ends instead of waiting for a special grade run.

There have also been changes in section numbering based on policies jointly established by the Offices of Education and Student Affairs. Course sections will be designated as 0801-0804 for fall sections and 0805-0808 for spring sessions. For some clerkships, there will be a noticeable change in your course section numbers.

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| • Yearlong courses | Section 800 |
| • Early OD/RAD/PATH courses | Section 801D |
| • Fall courses | Sections 801-804 |
| • Spring courses | Sections 805-808 |
| • Remediation courses | Section 899 |