



Provost and Senior Vice President for Academic Affairs

MEMORANDUM

To: Deans, Chairpersons, and Schedulers

From: Phyllis Keys, Associate Vice President for Academic Affairs  
On behalf of Academic Affairs and Provost Hongtao Yu

Re: Scheduling: Codes and practices until further notice

Date: Oct 5, 2023

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External reports to state and federal government require the delineation of credit hours by the time of day or on-campus/off-campus locations. Additionally, internal analyses that allow us to manage workload can be improved with consistent coding of sections and courses. To ensure this information is reported accurately, we ask that all programs use the attached scheduling scheme. If prior schedules are rolled over, it will be the Department Chairperson's responsibility to verify that the section numbering is accurate for the type of section and includes time, day(s), and location where appropriate.

### Section Numbering for Fall/Spring Courses at Morgan State University (4/25/2023)

Type of class	Level	Section numbers allowed	Definition
Day	Undergraduate	001 through 069	On-campus face-to-face courses that begin before 5:00 p.m. and meet between Monday and Friday
	Graduate	085 through 099	
Evening	Undergraduate	100 through 149	On-campus face-to-face courses that begin at 5:00 p.m. or later and meet between Monday and Friday
	Graduate	185 through 199	
Off-campus	Undergraduate	200 through 279	Courses that are not held on Morgan's campus, regardless of day or time
	Graduate	285 through 299	
Weekend	All levels	150 through 159	On-campus face-to-face courses that begin on Saturdays, regardless of time
Exam-only section	All levels	300	Courses with tests or transfer credit only (no lectures or direct interaction with instructors). Examples: proficiencies, comprehensives, & transfer credit (NCC).
Internships, Externships, and Practicums (IEP) with on-campus activity	All levels	301	Courses where students gain practical career-related experience and which require on-campus time; time, days, and location must be given in the schedule for the on-campus activity
Internships, Externships, and Practicums with no on-campus component	All levels	400	Courses where students gain practical career-related experience; all off-campus activity
Hybrid	All levels	H01 through H99	Courses that include online requirements, but where less than 100% of the instruction is online/asynchronous and may include requirements for students to attend on-campus face-to-face as described in the course syllabus
MorganFlex	All levels	M01 through M99	Courses delivered where students have the option of being in the classroom at a specific time or joining online at that same time. Faculty are expected to teach in person. Students who are presented with the choice of modality at the start of the term can be held to that choice, if a syllabus detailing this has been given to the student before the drop/add period ends and the student acknowledges the requirements. Students may not be required to come to campus in person for any part of the course if they have selected the option to be online.
Remote (online, synchronous)*	All levels	R01 through R99	Courses delivered online where students are expected to participate at specified times on indicated days using an online modality; time and days must be given in the schedule. Students cannot be required to come to campus. Instructors for this course and the courses must meet the same requirements as W sections.
Fully online, asynchronous (formerly called "Web")*	All levels	W01 through W99	Courses that do not require students to attend at a particular time or day; material and requirements are posted fully online through the learning management system (currently Canvas); do not put time, day, or location

\*Sections offered through this modality are only available for courses that have met the Quality Matters criteria (or any Morgan equivalent). Instructors teaching in these sections must have had the Quality Matters Teach on Line course (or any Morgan equivalent).

Independent Academic Work (IAW)	Undergraduate	A70 through A79	Courses where an instructor has agreed to meet with the student(s) to cover the content of an existing course where a student has a conflict regarding the scheduled section or where the course has not been offered in the current term; time, day, and location must be provided in the schedule
	Graduate	A85 through A99	
Discussion (face-to-face)	Undergraduate	D01 through D99	Face-to-face discussion sections linked to large lecture sections
Discussion (remote)	Undergraduate	RD1 through RD9	Remote discussion sections linked to large lecture sections

Faculty may not switch the modality of their course without permission from their Chairperson, Dean, and Academic Affairs.

### Section Numbering for Summer/Winter Courses at Morgan State University (4/25/2023)

Type of class*	Level	Section numbers allowed	Modality**
Summer Session I (First summer session)	Undergraduate	100 through 149	Face-to-face
	Graduate	185 through 199	
Summer Session II (Second summer session)	Undergraduate	200 through 249	Face-to-face
	Graduate	285 through 299	
Full Summer Courses	Undergraduate	300 through 349	Face-to-face
	Graduate	385 through 399	
Summer Session I	All levels	W11 through W19	Online, fully asynchronous
		H11 through H19	Hybrid
		R11 through R19	Remote (Online, synchronous)
Summer Session II	All levels	W21 through W29	Online, fully asynchronous
		H21 through H29	Hybrid
		R21 through R29	Remote (Online, synchronous)
Full Summer Session	All levels	W31 through W39	Online, fully asynchronous
		H31 through H39	Hybrid
		R31 through R39	Remote (Online, synchronous)
Winter Session	All levels	1 through 69	Undergraduate, face-to-face
		85 through 99	Graduate, face-to-face
		W01 through W09	Online, fully asynchronous
		H01 through H09	Hybrid
		R01 through R09	Remote (Online, synchronous)

\*IAW follows the numbering pattern from Fall/Spring.

\*\*See definitions from the Fall/Spring listing regarding modality explanations.