Quick Reference Guide: Divisible and Indivisible Courses

Department should carefully consider the setup of former full year courses. Certain designations in the my.harvard system (ie. designating a course as “indivisible”) have serious impacts on grading and “repeat for credit” rules. Review the descriptions below for divisible, indivisible, or fall, repeat spring courses and decide which category best fits your former full year course.

What is a Divisible Course?

Courses that are considered “divisible” are two distinct courses with progress AND academic credit awarded equally in both terms.

1. Students are strongly encouraged to take both parts of the course within the same academic year. The curriculum builds throughout the year.
2. Students are auto-enrolled in the spring term by the RO; completion of the fall term is a prerequisite.
3. Students are allowed to drop the spring term iteration at will via the study card process. Students not taking the spring term will not need to go through any petition process.
4. The fall grade remains as a permanent final grade for the course and factors into the GPA.
5. Students who wish to enroll in the spring term without having taken the fall term would need departmental approval.
6. Courses will be designated as consecutive pairs as “a” and “b” and have an attribute assigned in the catalog.

What is an Indivisible Course?

Courses that are “indivisible” are scheduled in fall and spring and must be taken in the correct sequence. The progress credit is equally distributed between terms, BUT academic credit is fully allocated to the spring term.

1. Students are required to take both parts of the course within the same academic year. The curriculum builds throughout the year.
2. The fall grade will appear on the transcript with a designation such as “A*” (with an explanation on transcript) and not factor into the GPA; faculty may also choose “IP” for “in progress”. The fall grade will be replaced by the spring grade at the time the spring grade is entered.
3. Once the spring course has been graded that grade will appear on the transcript and used to calculate GPA with all academic credits.
4. Students will be auto enrolled in spring term by the RO and cannot drop the course in the spring via the study card or drop processes. Completion of the fall term is a prerequisite. Students with extraordinary extenuating circumstances may petition to withdraw from the course and receive a “WD” for the fall iteration.
5. Courses are designated as consecutive pairs as “a” and “b” A catalog attribute will be assigned in the by the Registrar’s Office. A note will be added to the description: “Students must
complete the second term of this course within the same academic year in order to receive
credit for this course”.

What is a Fall, Repeat Spring Course?

Fall, repeat spring courses are offered in the fall, and then scheduled again for the spring semester. The
course offers the same content each time it is scheduled.

1. Students must take action to enroll in either iteration of the course--there is no auto enrollment.
2. A student is not required to take in sequence because the curriculum does not build upon
what’s learned in prior semester.
3. If students are required to take two terms of a particular course, they may take it out of order;
or may take two semesters of fall iteration; or two semesters of spring.
Divisible Course Setup

In the Catalog: Separate the original full year course, into separate two courses:

1. Navigate to Curriculum Management> Course Catalog> Course Catalog
2. Find the original full year course. Edit this course to be part “A” of the divisible course.
3. Confirm or Adjust Min/Max Units to 4.00 each

<table>
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<th>Minimum Units:</th>
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<th>Last Course of Multi Term Seq:</th>
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</thead>
<tbody>
<tr>
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<td>4.00</td>
<td>Enrollment Unit Load Calc Type:</td>
<td>Actual Units</td>
</tr>
<tr>
<td>Academic Progress Units:</td>
<td>4.00</td>
<td>Course Count:</td>
<td>1.00</td>
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<tr>
<td>Financial Aid Progress Units:</td>
<td>4.00</td>
<td>Course Contact Hours:</td>
<td>0.00</td>
</tr>
</tbody>
</table>

4. On the Offerings tab:
   a. Add an “A” to the first part of the course. Ex: “AFRAMER 99” now becomes “AFRAMER 99A.” If the course already has an A or another letter in the catalog number, add another “A” to the existing number.
   b. Add a note to the long description: “Part one of a two part series. The curriculum for this course builds throughout the academic year. Students are strongly encouraged to enroll in both the fall and spring course within the same academic year.”
   a. Set Course Typically Offered to the appropriate term (informational only)

Set up the 2nd half of the Divisible Course:

1. Open up a new window so that you may copy/paste data from the setup of the first half of the course. Navigate to Curriculum Management > Course Catalog > Course Catalog > Add A New Value
2. Click Add
3. Copy and paste much of the data on Part A of course, to the new course record. The short and long titles, description, etc. should be the same for both A and B portions of the course.
4. Catalog Data tab: Set the effective date. The system requirement is that changes need to be dated before the first day of a given semester to be effective for that semester. To simplify the selection of effective dates, we recommend the following convention: Changes that are effective for a fall semester should be dated 08/15/yy; Changes that are effective for a spring semester should be dated 01/15/yy.
5. Add a note in long description to say “Part two of a two part series. The curriculum for this course builds throughout the academic year. Students are strongly encouraged to enroll in both the fall and spring course within the same academic year.”

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6. Check box that says “Last course in a multi term sequence”
7. Min/Max units remain the same for both A and B parts of course
8. Copy the other data elements on this tab from the “A” course, including attributes (eligible for cross registration; appropriate Level), to the “B” course.

5. On Offerings tab:
   a. Add the catalog number of “B”
   b. Fill out all asterisked fields
   c. Make sure the course is marked as “Approved,” and “Allow Course to be Scheduled” is checked
   d. Set Course Typically Offered to the appropriate term (informational only)

6. On the Components tab:
   a. Choose a valid component type (should be the same as part A)
   b. Set default section size to “999”
   c. Select Yes for Final Exam
   d. Change Exam Seat Spacing to “2”
In Schedule of Classes: Schedule the two parts of the class in the correct terms

1. Reference “Scheduling a Class” Quick Guide if necessary. Navigate to Curriculum Management > Schedule of Classes > Schedule a New Course
2. Search for the “A” course
3. On the Basic Data tab:
   a. Enter values in the fields with an asterisk. As you add data, certain fields will automatically be filled out; you can accept these defaults without change.
4. Select Save. The Class Nbr should now be populated.
5. Meetings tab: Enter meeting information and faculty information.
6. **Enrollment Cntrl** tab: Select appropriate values for Add consent, or Drop consent. This value may also be controlled in the course catalog. Note that if you set an enrollment capacity, you must select instructor Add consent.

7. **Notes** tab: Add any notes that pertain specifically to the class that are not reflected at catalog level.

8. Return to **Curriculum Management > Schedule of Classes > Schedule a New Course** and search for the newly created B course, under the correct spring term.

9. Repeat steps 3-7 above for the “B” course.
Indivisible Course Setup

In the Catalog: Create “Part A” of the course

1. Find the original full year course in the catalog. You will edit this course to be part “A” of the indivisible course.
2. **Catalog Data Tab:**
   a. Confirm or Adjust Min/Max Units=0. Confirm or adjust Academic Progress Units=4.00 and Financial Aid Progress Units =4.00. **Student will receive progress credit in both terms, but only receives full academic credit once both terms have been completed.**
   b. Change Enrollment Unit Load Calc Type to “Academic Progress Units.”
   c. Add a note to the long description: “Students must complete both terms of this course (parts A and B) within the same academic year in order to receive credit.”
   d. Set Drop Consent to “Instructor Consent”

3. On the **Offerings tab:**
   b. Add an “A” to the catalog number. Ex: “AFRAMER 99” now becomes “AFRAMER 99A” If the course already has an A or another letter in the catalog number, add another “A” to the existing number.
   c. Set **Course Typically Offered** to appropriate term (informational only)
4. On the **Components** tab: choose an appropriate component type.
5. Save

In the Catalog: Create “Part B” of the Course:

1. Open up a new window so that you may copy/paste some of the data from Part A of the course.
   Navigate to Curriculum Management > Course Catalog > Course Catalog > Add A New Value
2. Click Add
3. **Catalog Data tab**: Set the effective date. The system requirement is that changes need to be dated before the first day of a given semester to be effective for that semester. To simplify the selection of effective dates, we recommend the following convention: Changes that are effective for a fall semester should be dated 08/15/yy; Changes that are effective for a spring semester should be dated 01/15/yy.

   a. Copy/paste description, long course title, long description
   b. Edit note in long description to say: “Students must complete both terms of this course (parts A and B) within the same academic year in order to receive credit.”
   d. Enrollment Unit Load Calc Type: Academic Progress Units
   e. Minimum and Maximum=8.00 each. Academic Progress and Fin. Aid Units=4.00
   c. Check box that says “Last course in a multi term sequence”
   d. Set Drop Consent to “Instr. Consent”

4. **On Offerings tab:**
   a. Make sure the course is marked as “Approved,” and “Allow Course to be Scheduled” is checked
   b. Copy much of the data from part A of the course
   c. Set **Course Typically Offered** to the appropriate term (informational only)
In Schedule of Classes: Schedule the two parts of the class for the correct terms

1. Reference “Scheduling a Class” Quick Guide if necessary. Navigate to Curriculum Management > Schedule of Classes > Schedule a New Course
2. Search for the “A” part of the course
3. On the Basic Data tab:
   a. Enter values in the fields with an asterisk. As you add data, certain fields will automatically be filled out; you can accept these defaults without change.
4. Select **Save**. The Class Nbr should now be populated.

5. In **Meetings** tab:
   a. Enter meeting time and faculty information.

6. In **Enrollment Cntrl** tab:
   a. Confirm that Drop Consent is set to “Inst. Consent” (should have been set at course level). All Indivisible courses must require drop consent since both portions of course must be taken to receive credit.
   b. Confirm that enrollment capacity is either set to “999” if no cap, or has the appropriate cap. Note that if the course has an enrollment capacity, then Instructor consent must also be set.

7. In **Notes** tab:
   a. Add any notes that pertain specifically to the class that are not reflected at catalog level.

8. Return to **Curriculum Management > Schedule of Classes > Schedule a New Course** and search for the newly created B course, under the correct spring term. Repeat steps 3-7 for “B” course.