

## ***Reference Guide: Divisible and Indivisible Courses***

Departments 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, credit value, and “repeat for credit” rules. Review the descriptions below for divisible, indivisible, or fall, repeat spring courses and decide which category best fits the enrollment and grading needs of the 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. Both terms receive independent grades.

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 Registrar’s Office; completion of the fall term is a prerequisite.
3. Students are allowed to drop the spring term iteration via self-service in my.harvard. 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 require departmental approval. Any student pursuing enrollment into B portion without having completed A portion must be enrolled by Enrollment Services in the RO—they cannot enroll via self service in my.harvard.
6. Courses will be designated as consecutive pairs as “A” and “B” and have specialized attributes 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. The spring grade replaces the grade given for the fall semester.

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 via a back end update process run by Enrollment Services.
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 may not drop the course in the spring. Completion of the fall term is a prerequisite. Students with extraordinary extenuating circumstances may petition to their instructor and resident dean to withdraw from the course and receive a “WD” for the fall iteration. Students are blocked from enrolling in the course via self-service in my.harvard.
5. Courses will be designated as consecutive pairs as “A” and “B” and have specialized attributes assigned in the catalog.

6. 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.

**See next page for setup instructions.**

## Divisible Course Setup

**In the Catalog: Build two separate two courses. Or, if you have a former full year course, you will need to split into an “A” version, and “B” version:**

1. Navigate to **Curriculum Management> Course Catalog> Course Catalog**
2. Search for the original full year course. Edit this course to be part “A” of the divisible course. Or, if you are starting from scratch create the first “A”
3. On the **Catalog Data tab**:
  - a. 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.”
  - b. Confirm or Adjust Min/Max Units to 4.00 each

Course Units/Hours/Count			
Minimum Units:	<input type="text" value="4.00"/>	Last Course of Mult Term Seq:	<input type="checkbox"/>
Maximum Units:	<input type="text" value="4.00"/>	*Enrollment Unit Load Calc Type:	<input type="text" value="Actual Units"/>
Academic Progress Units:	<input type="text" value="4.00"/>	Course Count:	<input type="text" value="1.00"/>
Financial Aid Progress Units:	<input type="text" value="4.00"/>	Course Contact Hours:	<input type="text" value="0.00"/>

- c. Ensure the required attributes are in the record: XREG; LDD; LEVL
  - d. Contact the RO with the Part “A” course information so that staff may add the other required divisible course attributes and confirm proper setup.
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.
    - a. Set **Course Typically Offered** to the appropriate term (informational only)
  5. On the **Components tab**:
    - b. Choose a valid component type. If the course has multiple components (lecture, and lab, or discussion) create as necessary. For assistance with secondary components, consult Curriculum Workflows on “I need to set up a secondary component”.
    - c. Set **default section size** to “999”
    - d. Select Yes for **Final Exam**
    - e. Change **Exam Seat Spacing** to “2”

Course Component		Find   View All	First	1 of 1	Last
*Course Component:	Lecture	<input type="checkbox"/>	Auto Create		
Instructor Contact Hours:		<input checked="" type="checkbox"/>	Graded Component		
Default Section Size:	999	<input checked="" type="checkbox"/>	Primary Component		
Workload Hours:		<input type="checkbox"/>	Optional Component		
OEE Workload Hours:		<input type="checkbox"/>	Generate Class Mtg Attendance		
*Final Exam:	Yes	Add Fee			
Exam Seat Spacing:	2				
Provider for Authentication					
LMS Extract File Type:					

6. Save record.

### Set up the 2<sup>nd</sup> 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. In the Catalog Data tab:
  - a. 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. Use the following effective dates: fall semester: 08/15/yy; spring semester: 01/15/yy.
  - b. Copy and paste much of the data on Part A of course, to the new course record. The short and long titles should be the same for both A and B portions of the course.
  - c. Add a note to the long description: "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."
  - d. Check box that says "Last course in a multi term sequence"

Course Units/Hours/Count	
Minimum Units:	4.00
Maximum Units:	4.00
Academic Progress Units:	4.00
Financial Aid Progress Units:	4.00
Last Course of Mult Term Seq:	<input checked="" type="checkbox"/>
*Enrollment Unit Load Calc Type:	Actual Units
Course Count:	1.00
Course Contact Hours:	0.00

- e. Min/Max units remain the same for both A and B parts of course
- f. Ensure the other required attributes are in the record: XREG; LDD; LEVL
- g. Contact the RO with the Part "B" course information so that staff may add the other required divisible course attributes and confirm proper setup.

7. 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)

8. 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”

9. Save record.

**In Schedule of Classes: Schedule the two parts of the class for the correct terms**

1. Reference “Scheduling a Class” Quick Guide or Curriculum Workflows on the FAS Registrar’s Office [Curriculum Coordinators](#) page.

2. Best practice: If you made substantial changes to the course setup and there is a copy of the class already scheduled, it might be easiest to delete out of the Schedule and re-schedule so that the attributes, etc. copy down to the Schedule.

## Indivisible Course Setup

**In the Catalog: Build two separate two courses. Or, if you have a former full year course, you will need to split into an “A” version, and “B” version:**

1. Find the original full year course in the catalog. You will edit this course to be part “A” of the indivisible course. Or, create a new course.
2. **Catalog Data Tab:**
  - a. 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.”
  - b. Adjust Min/Max Units=0. Adjust Academic Progress Units=4.00 and Financial Aid Progress Units =4.00. **FYI: Student will receive progress units in both terms, but only receives full academic credit once both terms have been completed.**
  - c. Change Enrollment Unit Load Calc Type to “Academic Progress Units.”

Course Units/Hours/Count	
Minimum Units:	<input type="text" value="0.00"/>
Maximum Units:	<input type="text" value="0.00"/>
Academic Progress Units:	<input type="text" value="4.00"/>
Financial Aid Progress Units:	<input type="text" value="4.00"/>
Last Course of Mult Term Seq:	<input type="checkbox"/>
*Enrollment Unit Load Calc Type:	<input type="text" value="Academic Progress Units"/>
Course Count:	<input type="text" value="1.00"/>
Course Contact Hours:	<input type="text" value="0.00"/>

- d. Ensure the required attributes are in the record: XREG; LDD; LEVL
  - e. Contact the RO with the Part “A” course information so that staff may add the other required indivisible course attributes and confirm proper setup.
3. On the **Offerings tab:**
    - f. 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.
    - g. Set **Course Typically Offered** to appropriate term (informational only)
  4. On the **Components tab:**
    - a. Choose an appropriate component type. If the course has multiple components (lecture, and lab, or discussion) create as necessary. For assistance with secondary components, consult Curriculum Workflows on “I need to set up a secondary component”.
  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:**
  - a. 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. Use the following dating conventions: fall semester: 08/15/yy; spring semester: 01/15/yy.
  - b. Copy/paste description, long course title from Part A
  - c. 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.”
  - h. Enrollment Unit Load Calc Type: Academic Progress Units
  - i. Minimum and Maximum=8.00 each. Academic Progress and Fin. Aid Units=4.00 (Note: credit amount may be adjusted if full credit for both parts is 4.0, instead of 8.0.) FYI: **Student will receive progress units in both terms, but only receives full academic credit once both terms have been completed.**
  - d. Check box that says “Last Course in a Multi Term Sequence”
  - e. Ensure the required attributes are in the record: XREG; LDD; LEVL
  - f. Contact the RO with the Part “B” course information so that staff may add the other required indivisible course attributes and confirm proper setup.

The screenshot shows a form titled "Course Units/Hours/Count" with the following fields and values:

Minimum Units:	8.00	Last Course of Mult Term Seq	<input checked="" type="checkbox"/>
Maximum Units:	8.00	Enrollment Unit Load Calc Type:	Academic Progress Units
Academic Progress Units:	4.00	Course Count:	1.00
Financial Aid Progress Units:	4.00	Course Contact Hours:	0.00

Red boxes highlight the unit values (8.00, 8.00, 4.00, 4.00) and the "Last Course of Mult Term Seq" checkbox and "Enrollment Unit Load Calc Type" dropdown.

Below the form is a section titled "Course Grading".

4. On **Offerings tab:**
  - a. Make sure the course is marked as “Approved,” and “Allow Course to be Scheduled” is checked
  - b. Copy data from part A of the course
  - c. Set **Course Typically Offered** to the appropriate term (informational only)

**Course Offering** Find | View All First 1 of 1 Last

\*Course Offering Nbr:  \*Catalog Nbr:  AFRAMER

\*Academic Institution:  Harvard University

\*Academic Group:  Faculty of Arts & Sciences

\*Subject Area:  African & African Amer Studies

Campus:  Faculty of Arts & Sciences

\*Academic Organization:  African & African Amer Studies

\*Academic Career:  Faculty of Arts and Sciences

Course Typically Offered

Tuition Group:

Dynamic Class Date Rule:

Allow OEE Enrollment

\*Course Approved:

Allow Course to be Scheduled:

Exam Only Course:

Catalog Print

Print Instructor in Schedule

Schedule Print

Schedule Term Roll

Use Blind Grading

GL Interface Required

Split Ownership

**Enrollment Requirement Group**

### In Schedule of Classes: Schedule the two parts of the class for the correct terms

1. Reference "Scheduling a Class" Quick Guide or Curriculum Workflows on the FAS Registrar's Office [Curriculum Coordinators](#) page.
2. Best practice: If you made substantial changes to the course setup and there is a copy of the class already scheduled, it might be easiest to delete out of the Schedule and re-schedule so that the attributes, etc. copy down to the Schedule.