

DRAFT

Draft Course Numbering Policy

(5/18/09)

Course Numbering Requirements

Number Format

Course numbers shall consist of four numbers.

Course Level

* 0-999 Level Courses

These courses are remedial, developmental or special requirement courses. Any credits given are not applicable toward a degree. This level of courses may also include designated developmental courses. No more than 5 semester hours earned in developmental courses may be applied toward the total hours required for graduation. Developmental courses shall be so publicized by curricular committees in the appropriate academic units.

* 1000 Level Courses

These courses are intended primarily for freshmen. Generally, such courses should have no college prerequisite (except sequential courses) and should be the first course of any particular discipline.

* 2000 Level Courses

These courses are intended primarily for sophomores. They may or may not have a prerequisite. The second course in a major sequence might properly be given a 2000 number.

* 3000 Level Courses

These are courses primarily for juniors and seniors. In disciplines where one course builds on knowledge acquired in a previous course, 3000 level courses have prerequisites. In other disciplines where specific course prerequisites are not necessary or appropriate, the courses should be taught with the assumption that the students have an educational background at least equivalent to a college junior.

* 4000 Level Courses

These courses should be primarily for juniors and seniors. They should be more advanced or more specialized than 3000 level courses and may have a 3000 level course as a prerequisite.

* 5000 Level Courses

These courses are primarily for master's level students. They may be double listed with 3000 or 4000 level courses.

* 6000 Level Courses

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These courses are primarily for master's degree level and they may not be double listed with undergraduate courses. OCOM courses start at the 6000 level.

* 7000 Level Courses

These courses are for advanced graduate students, most of whom are doctoral candidates. They may not be double listed with undergraduate courses.

* 8000 Level Courses

These courses are specialized courses such as seminars, research and dissertation for doctoral candidates. They may not be double listed.

Multiple Listed Courses

1. Courses intended for advanced undergraduate students and masters level graduate students may be double listed at the 3000 - 5000 level.
2. Double listed 1000 - 5000 and 2000 - 5000 courses are permitted only under very special circumstances such as language courses and courses that provide basic research or laboratory skills.
3. In double listed undergraduate/graduate courses, there must be a qualitative and quantitative difference in work expected of the graduate students as compared with the undergraduate students (e.g., extra meetings, readings, writings, etc.). New course proposals must include this information.
4. An undergraduate course can not be double listed with another undergraduate course in the same department/school.
5. A graduate course can not be double listed with another graduate course in the same department/school.
6. Triple listing of courses is not permitted.

Use of Letters

The following alphabetical suffixes are to be used for specific courses:

- a) "H" - Departmental Honors Courses
- b) "J" - Junior Level Composition Courses
- c) "T" - Honors Tutorial Courses for the Honors Tutorial College (HTC) Programs
- d) "L" - A laboratory course that is closely associated with a lecture course with the same four-digit number.
- e) "X" - Experimental courses. They are approved at the college level to be offered for a maximum of two (2) years.

Reserved Course Numbers

- 1) 6950 is for thesis only.
- 2) 8950 is for dissertations only.
- 3) Courses with numbers 4900, 5900, 6900, and 8900 are reserved for special topics courses.

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Course Numbering Suggestions

- 1) Course numbers 4901 - 4999, 5901 - 5999, 6901 - 6999, 7901 - 7999 and 8901 - 8999 should be used for independent study, internships, special problems, readings, special studies, seminars, theses, etc.
 - a) Undergraduate course numbers of the form *98*, and *99* with the suffix "T" are generally used for honors tutorial courses (e.g., 3980T).
- 2) Courses of similar major subject area will have the same hundreds digit. Courses in the same sub area will have the same tens digit.
- 3) Sequential courses at the same level (thousands) will go in order in the ones digit.
- 4) Sequential courses at the higher level (thousands) have the same number as the sequence at the lower level.
- 5) Courses should use the three digits of their alias courses as the three most significant digits of their four digit number.