

## Course Numbering Guidelines

12/17/09

### Course Numbering Requirements

#### Number Format

Course numbers shall consist of four numbers or a D followed by three digits.

#### Course Level

##### 0-999 Level Courses

These courses are remedial, developmental or special requirement courses. Any credits given are not applicable toward a degree.  $\leq \geq$  Developmental courses shall be so publicized by curricular committees in the appropriate academic units. Course numbers will be prefixed with a "D" (e.g., ENG D101, MATH D101, etc.).

##### 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 dual listed with 3000 or 4000 level courses.

##### 6000 Level Courses

These courses are primarily for master's level students and they may not be dual 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 students. They may not be dual listed with undergraduate courses.

##### 8000 Level Courses

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

#### Multiple Listed Courses

1. Courses intended for advanced undergraduate students and masters level graduate students may be dual listed at the 3000 – 5000 or 4000 - 5000 level.
2. Dual 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 dual 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 cannot be dual listed with another undergraduate course in the same department/school.
5. A graduate course cannot be dual 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.
- f) "D" - Graduate course for which the course credit is not applicable to programs.
- g) "U" - University Professor courses designated to meet Arts & Sciences humanities requirement
- h) "N" - University Professor courses designated to meet Arts & Sciences natural sciences requirement
- i) "S" - University Professor courses designated to meet Arts & Sciences social sciences requirement

### Reserved Course Numbers

1. 2900, 4900, 5900, 6900, and 8900 for special topics.
2. \*910 for internship (e.g., 2910).<sup>1</sup>
3. \*920 for practicum.<sup>1</sup>
4. \*930 for independent study.<sup>1</sup>
5. \*940 for research.<sup>1</sup>
6. 6950 is for thesis.
7. 6960 is for studio, project or performance based thesis.
8. 8950 is for dissertation.
9. 2970T and 2980T, 2971T and 2981T, 3970T and 3980T, and 4970T and 4980T for first, second, third and fourth year honors tutorial courses respectively.

### **Course Numbering Suggestions**

- 1) Course numbers in the 900s should be used for independent study, internships, special problems, readings, special studies, seminars, theses, etc. Course types with a reserved number should use that number if an individual course or the tens range if multiple courses.
- 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.

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<sup>1</sup> Multiple courses of this instruction mode at the same level with the same MCF prefix should utilize the same middle two digits and be differentiated in the fourth digit (e.g. 2911, 2912,) The numbers without a zero in the fourth digit are not reserved.

- 4) Sequential courses at the higher level (thousands) have the same number as the sequence at the lower level.