Course Numbering Policy

Effective: [Leave this date blank.]

Prior Versions: 2017

Responsible Office: The Office of the Provost administers this policy working with the Office of the Registrar, relevant curriculum committees, deans, department chairs, and faculty.

Review By: [Date will be assigned by Executive Policy Committee]

I. PURPOSE
To provide a clear and consistent system of organization for course numbering to communicate and track course levels, modality, and other relevant types.

II. POLICY
The "Course Number" is the four-digit number for a specified course. Each course number must follow the Course Numbering System detailed below.

**XXXX 1st Digit - This digit is used to designate the level of the course.**
- 0XXX Developmental/Remedial - Non-college level
- 1XXX Undergraduate level courses primarily for freshman
- 2XXX Undergraduate level courses primarily for sophomores
- 3XXX Undergraduate level courses primarily for juniors
- 4XXX Undergraduate level courses primarily for seniors
- 5XXX Graduate level courses
- 6XXX Graduate level courses
- 7XXX Graduate level courses
- 8XXX Graduate level courses

**XXXX 2nd and 3rd Digits - These two digits are generally available for departments and schools to assign to courses.**
The following range of numbers restricted for use for common University courses.

- X89X Elective Credit for transfer courses for which AUM does not have equivalent courses
X90X  Independent Study (A course that is designed to be taught to an individual as a part of their degree requirements, outside the classroom setting, usually broad in scope, and content determined by the faculty member. The independent study is also used in lieu of a regularly scheduled base course when scheduling conflicts impair a student's timely graduation.)

X91X  Practicum, Preceptorship

X92X  Internship

X93X  Directed Studies (On Campus)

X94X  Directed Field Experience (Field Studies away from campus)

X95X  Seminar/Colloquium

X96X  Readings

X97X  Special Problems/Special Topics (A course that is designed to be taught to an individual as part of their degree requirements, in or out of the classroom setting; courses are normally narrow in scope and focus on a particular area of course content.)

X98X  Non-Thesis Project/Comprehensive Examinations

X99X  Research, Thesis, and Dissertation

XXXX  4th Digit - This digit designates the type of the course.

XXX0  Base/Lecture Courses

XXX1  Lab Supplement for Base/Lecture Courses

XXX2  Performance Courses (Courses in which the student is the primary participant/presenter based on Instructor direction/guidance. Types of courses in this category include, but are not limited to, problem, recitation, studio, design, performance, and comprehensive examinations.)

XXX3  Combination Lab/Lecture Courses

XXX4  Structured Application Courses (Courses, required or optional, that are designed to be applications in a workplace environment.)

XXX5  Non-Thesis Project

XXX6  No designation

XXX7  Honors Course

XXX8  Honors Laboratory Course

XXX9  Elective Credit for transfer courses for which AUM doesn’t not have equivalent courses.

III.  APPLICABILITY

This policy is applicable to all courses.

IV.  PROCEDURES

Department Chairs, Deans, curriculum committees, and the Office of the Registrar will review each new course or change to numbering of existing course to verify that expectations are in line with the course numbering system.

V.  INTERPRETATION

The Office of the Provost, working with the deans and department chairs will interpret the policy.