



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.