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
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 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.