

Protocol for Numbering an Academic Course

It is the recommendation of the Registrar's Office and the Associate Dean that the following guidelines be used in the numbering of courses effective with semester conversion Fall 1998. Departments will be responsible for establishing the four-letter subject codes. (*Semester Conversion Task Force, 1997*)

Numbering Schema

1st Digit Course Level	2nd Digit Method of Instruction	3rd Digit For Dept. Use	4th Digit Sequence or Stand Alone
0 Remedial	0 Zero Credit		1-4 Sequence
1 Freshman	1 Lecture		5-9 Stand Alone
2 Sophomore	2 Lecture with Lab		
3 Junior	3 Lab		
4 Senior	4 Practicum		
5 Undergrad/Grad	5 Special Topics		
6 Masters	6 Internship		
7 Specialist	7 Seminar		
8 Doctoral	8 Independent Study		
	9 Thesis or Dissertation		

Note:

Internships are commonly numbered **_698**.

Reasons for an exception to the numbering scheme above should be fully described in the Additional Comments section of the ICS course proposal form.