

Protocol for Numbering an Academic Course

Summary

The procedure explains how the university is to assign course numbers for newly added courses to the curriculum.

Purpose

To provide guidance to the UCC on how to assign course numbers upon the approval and addition of a new course to the curriculum.

Policy

Protocol for Numbering an Academic Course

It is the recommendation of the Registrar's Office and the Associate Deans 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	2nd Digit	3rd Digit	4th Digit
Course Level	Method of Instruction	For Dept. Use	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		

1st Digit	2nd Digit	3rd Digit	4th Digit
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.

<https://aa.columbusstate.edu/curriculum/coursenumber.php>

Related USG Policy

3.3 Curriculum

Last Update

8-31-2015

Responsible Authority

Provost Office