

Effective: October 1997

Curriculum Approval Policy COURSE IDENTIFICATION

Approved: October 1997
Revised: April 16, 2003, Deans' Council
November 5, 2002, Faculty Senate

Course Numbering and Renumbering Guidelines

In order to provide meaningful numbers which may be interpreted by students, staff and other persons, the following number system for courses being offered at Millersville University shall apply:

1. Course numbers will contain three digits with no alphabetical prefixes or suffixes.
2. The first digit should indicate the nature of the course.

Lower Level Courses

0##	developmental, remedial or pre-college level courses
1##	introductory courses in a discipline

Upper Level Courses

2##	intermediate courses in a discipline (survey courses in a major may be included)
3##	specialized courses in a discipline
4##	specialized courses requiring proficiency in a discipline
5##	first level graduate courses (these courses may be taken by advanced undergraduates; however, a course with a number five or higher may not be required of an undergraduate student)
6##	graduate courses

3. The second digit may be used by departments to indicate an area of study within a department.

0	in the second position, would indicate general studies. This "0" will identify those courses which may be open to all students; for example, Art 100, Music 100, Biology 100, etc.
1-9	should be used by a department to designate an area of study. For example, in the earth sciences department, a "1" in the second position would indicate courses dealing with astronomy; a "2" for courses dealing with geology; a "4" meteorology studies; a "6" oceanography, etc.

- The third digit should indicate either a sequence within a discipline which a student should follow or a “stand alone” course.

0	in the third position, would indicate a “stand alone” course within a discipline, which as no prior or subsequent courses being offered in this area. For example, Art 100, Biology 100
1,2,3,4	in the third position, would indicate a sequence of courses. For example, English 221, 222, 223, 224
5,6 or 7	in the third position, would indicate a course which has a prerequisite but is not a part of a sequence of offerings
8	in the third position, would indicate an independent study, a seminar course, or a research report. For example, Industrial Technology 698, Math 498
9	in the third position, would indicate an honors course or graduate thesis. For example, Psychology 699, Government 499.

Divisional Courses and Designations

- In addition to courses being offered with a departmental designation, courses may be offered using four divisional designations: Education (EDHS), Humanities/Fine Arts (HMFA), Social Sciences (SSCI), or Science/Mathematics (SCMA).
- Courses carrying a divisional designation must be cross- or multi-disciplinary in content or deal with topics that are not appropriate offerings for individual department(s) within the division, but are considered the domain of the division.

Divisional courses must be sponsored by the appropriate school or divisional curriculum committee. These courses shall be listed separately by division in the undergraduate catalog and all class schedules. Area Studies Programs, which are approved by the Faculty Senate, are exempt from specific departmental labels and sponsorship.

Dual-Numbered Course Procedures

These procedures may be found in a separate policy listing in the Curriculum Approval Policies.