

Guidelines for Course Numbering

Course Numbering System

1st Digit – This digit would be used to designate the course level.

1XXX = indicates courses primarily for freshmen

2XXX = indicates courses primarily for sophomores

3XXX = indicates courses primarily for juniors

4XXX = indicates courses primarily for seniors and NOT available for graduate students

5XXX = (1) indicates courses for professional students in Architecture; and (2) undergraduate courses taught in conjunction with graduate courses.

6XXX = graduate courses taught in conjunction with parallel undergraduate course

7XXX = graduate courses primarily for master's-level students

8XXX = graduate courses primarily for doctoral-level students

9XXX = indicates courses for professional programs (e.g.: Pharmacy, Veterinary Medicine)

2nd and 3rd Digits – These digits generally are available for departments, schools and colleges to assign to courses. However, the following range of numbers will be assigned by the Office of the Registrar for common University courses.

X90X = **Directed Studies** - Note: Formerly courses with this number were called "Independent Study". The term "Independent Study" was deleted with the implementation of the Directed Studies Definition and Policy adopted by the President on August 10, 2006, and revised April 2007. Individualized in-depth study of a particular subject undertaken by one or a few advanced undergraduate or graduate students well in their major and is taken under the guidance of a professor. Normal grading is S/U.

X91X = **Practicum** - The justification should include the reason why the course is being offered in a special topics format rather than as a permanent course. It should also include an explanation why the material in the special topics course is not being covered in another course. Suggested Course Description: Study of a topic of special interest beyond current departmental course offerings.

X92X = **Internship** - A training period in supervised actual service, usually to a profession.
Note: The internship generally scheduled in the senior year, whereas a practicum may occur at an earlier point in the educational experience. The practicum typically carries fewer credit hours than the internship.

X93X = **Number not assigned** - This number has not been assigned. Departments may use this number when they have a need for two types of Directed Studies or Special Problems, or two internships, for example. Normally, it would be used when a department wants both a graded and S/U graded version of a standard *9* course.

X94X = **Number not assigned to a Standard Definition** - This number has not been assigned to a standard definition. Units that have unique requirements for an individualized study course such as for remediation will opt for this number.

X95X = **Seminar** - At the Undergraduate level and Graduate level, this number is reserved for the presentation and discussion of an in- depth study experience or readings in the

student's area of specialization and is taken under the guidance of a professor. The grading is normal grading (A,B,C,D,F). At the Graduate level, this number is also reserved for the experience in which graduate students present the outcomes of their thesis work. S/U grading is required by the Graduate School when the seminar is for this purpose.

X96X = Special Problems - Note: Special Problems courses were formerly the X93X number. The X96X course number was formerly called "Readings" but the name was changed to "Special Problems" with the implementation of the Directed Studies Policy in August 2006 and revised April 2007. Special Problems are similar to the specialized project or research on a special topic in the discipline undertaken by one or a few advanced undergraduate or graduate students under the guidance of a professor. In this case, the grading is normal grading. (A,B,C, D, F).

X97X = Special Topics - Regular classes to be taught on a temporary or experimental basis. In some colleges/schools, this course would be taught in the form of a seminar. If the class is to be taught on a continuing basis, the department should consider offering it as a permanent regular course and submit the appropriate paperwork through the University Curriculum Committee. The same topic should be taught no more than three times before it is submitted to the UCC or Graduate Council as a regular course. The justification should include the reason why the course is being offered in a special topics format rather than as a permanent course. It should also include an explanation why the material in the special topics course is not being covered in another course. Suggested Course Description: Study of a topic of special interest beyond current departmental course offerings.

X98X = Undergraduate Research or Non-Thesis Research Project - Hands-on research experience related to a special problem in the discipline or capstone or non-thesis project related to the discipline under the supervision of a professor. Departments normally would use this number when the research project is a requirement for the major or minor and appears specifically in the curriculum model.

X99X = Research, Thesis, Dissertation

NOTE: Particular titles for individual sections can be specified and will appear on students' transcripts.

Examples:

MATH 6960 01 Special Problems in Non-Standard Analysis

MATH 6970 02 Special Topics: Constructive Mathematics

ENGL 7950 04 Seminar in the Early Novel

ENGL 7950 05 Seminar in 20th Century Biography

4th Digit – This digit is reserved for use by the Office of the Provost:

XXX0 = Base Courses

XXX1 = Lab Supplement for Base Courses (must have corresponding XXX0 numbered course)

XXX2 = Problem/Recitation Course

- XXX3** = Graded “Asynchronous” Distance Education Course (Undergraduate) (See the Bulletin for policy.)
- XXX4** = Extended “Asynchronous” Distance Education (Undergraduate) (See the Bulletin for policy.)
- XXX5** = Off-campus consortial courses for Auburn Credit/Grade
- XXX6** = Graded “Asynchronous” Distance Education Course (Graduate)
- XXX7** = Honors Course
- XXX8** = Honors Lab Course
- XXX9** = Reserved for the Office of the Provost.

Special Guidelines for Submission of Courses

Numbered X9XX

In order to evaluate whether the course should be graded and the number of credit hours, the University Curriculum Committee requires a sample course outline for directed studies, practicum courses, internships, special problems, and special topics. Although it is not necessary to provide a daily/weekly schedule for readings, the sample syllabus should include a listing of sources, examples of sources, or other set of descriptors. If the courses are variable credit, the outline should indicate the volume of work associated with each credit.

For answers to questions about the UCC, e-mail bulletin@auburn.edu.