

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.
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