



## Operating Instruction 3.36.1.1 Course Numbering Convention

### Part 1. Purpose

To establish consistent practices for course numbering at Minnesota State colleges and universities.

### Part 2. Authority

Minnesota Statutes § 135A.08, subd. 2, requires the Board of Trustees of Minnesota State Colleges and Universities to develop and maintain a common numbering convention to distinguish remedial, lower-division, upper-division, and graduate-level coursework.

### Part 3. Guideline Requirements

Colleges and universities shall develop and maintain a common numbering convention to distinguish developmental, lower-division, upper-division, and graduate-level coursework.

- A. Courses will have three or four digit numbers. The first number designates the course level. The numbering system is as follows, with xxx representing two or three digits:

0xxx - Developmental courses designed to prepare students for entry into college-level courses and do not apply toward a certificate, diploma, or degree

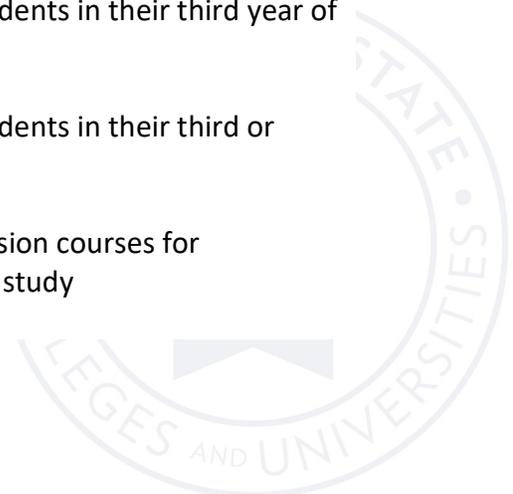
1xxx - Lower-division courses primarily for undergraduate students in their first year of study

2xxx - Lower-division courses primarily for undergraduate students in their second year of study

3xxx - Upper-division courses primarily for undergraduate students in their third year of study

4xxx - Upper-division courses primarily for undergraduate students in their third or fourth year of study

5xxx - Courses primarily for graduate students and upper-division courses for undergraduate students in their third or fourth year of study



6xxx - Courses for graduate students or post-baccalaureate students in professional degree programs

7xxx - Courses for graduate students or post-baccalaureate students in professional degree programs

8xxx - Courses for graduate students or post-baccalaureate students in professional degree programs

9xxx - Courses for graduate students or post-baccalaureate students in professional degree programs

- B. Colleges and universities may adopt numbering conventions for other kinds of courses including independent studies, directed studies, thesis credits, topics courses, internships, practicums, and field studies.

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Date of Adoption: 06/23/16

Date of Implementation: 06/23/16

Date of Last Review: 05/26/22

Date and Subject of Revision:

5/26/22 – Reviewed as part of the five year review cycle. Added “with xxx representing two or three digits” to Part 3A, added “and upper-division courses for undergraduate students in their third or fourth year of study” to the 5xxx, and added the word “practicums” to Part 3B.

No Additional HISTORY.