



## Minnesota State Colleges and Universities System Guideline Chapter 3 – Educational Policies

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### Guideline 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.

1. Courses will have three or four digit numbers. The first number designates the course level. The numbering system is as follows:
  - 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
  - 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

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

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