Responsible Executive: Provost and Vice President

for Academic Affairs

Responsible Office: Vice Provost for Curriculum,

Assessment, and Accreditation

Effective Date: March 23, 2017

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# **Course Numbering and Prefixes**

## **Policy Summary**

This policy sets forth the University’s course coding scheme that is used by academic units as they develop and offer courses at the University regardless of course modality or location. Key elements include the prefixes used to indicate course subjects, the course designations used across prefixes that denote specific kinds of courses, the role prerequisites and corequisites have on student enrollment in courses, the course level numbering system, which generally indicates courses available to students at the different academic levels, and the university course lines that are common across prefixes.

## **Reason For This Policy**

Articulating the University’s system of nomenclature of course offerings supports its efficient operation.

## **Entities Affected By This Policy**

* All academic units at each University location

## **Who Should Know This Policy**

* All academic officials
* All faculty

## **Definitions**

**Unit of Credit**: as set forth in Arizona Board of Regents Policy, 2-224, *Academic Credit*, an hour of academic work equivalent of fifty (50) minutes of class time (often called a "contact hour") or sixty (60) minutes of independent study work. A minimum of forty-five (45) clock hours of work by each student is required to earn each Unit of Credit.

## **Policy**

1. Scope and Applicability

This policy governs course numbering and prefixes for courses at the University regardless of course modality or location.

1. Academic Experience Levels

Students are classified by the Registrar based upon the number of Units of Credit they have earned by the close of the preceding term. The classification levels are as follows:

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| **Number of Units of Credit Earned** | **Corresponding Academic Level** |
| 0-29 | Freshman |
| 30-59 | Sophomore |
| 60-89 | Junior |
| 90 or more | Senior |

1. Course Levels
2. Course Numbering System. As set forth in Arizona Board of Regents Policy, 2-226, *Academic Course Numbering*, the University’s course level numbering system, which generally indicates courses available to students at the different academic levels, is described below. Generally, students with the necessary level of academic experience, as described in Section B above, may enroll in any course for which they qualify (*i.e.*, freshman and sophomores may enroll in courses numbered 100 – 299, juniors and seniors may enroll in courses numbered 300 – 499, and so on).

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| **Course Level** | **Description** |
| 100 - 299 | Lower division courses intended primarily for freshman and sophomore students |
| 300 - 499 | Upper division courses intended primarily for juniors and seniors |
| 500 - 599 | Graduate level courses open to graduate and qualified undergraduate students |
| 600 - 699 | Courses open to all admitted  graduate students - undergraduate students admitted to an Accelerated Master's Program may take 600-level courses |
| 700 - 799 | Advanced graduate level courses usually reserved for doctoral students |

1. Prerequisites. Students wishing to enroll in a course with a prerequisite must have either received credit for the prerequisite course or be in progress for completing the prerequisite prior to beginning the course. Alternatively, a student may present satisfactory evidence to the course instructor that the student can successfully complete the coursework. Decisions about waiving prerequisite requirements are made by the course instructor in consultation with the academic unit’s chair or director. Students who do not meet the stated prerequisites may be administratively dropped.

1. Corequisites. Students wishing to enroll in a course with a corequisite must enroll and undertake all corequisite courses concurrently unless the curriculum allows one or more of the corequisites to be completed prior to the other corequisites.
2. Course Designations

The University currently applies seven (7) course designations after each course number to indicate specific types or kinds of courses, as set forth below.

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| **Letter** | **Designation** |
| C | Senior capstone course, approved by the General Studies Committee |
| H | Honors course |
| I | Integrated: two or more courses taken concurrently (as corequisites)  by a cohort of students. |
| L | Laboratory course |
| R | Recitation course |
| W | Junior-level writing requirement course. The General Studies Committee  approves courses for "W" status. |
| X | Developmental course, taken when a student is not ready for a non-X course. Readiness may be based on a low placement score or the need to develop basic competency. An "X" course may be counted for financial aid purposes, but not for academic requirements or Grade Point Average (GPA) calculations. |

1. Course Prefixes

The University currently uses the codes set forth in the table below, which are referred to as course prefixes, to help categorize and describe each course. See the [Academic Catalog](https://catalog.nau.edu/Courses/) for full descriptions of each course.

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| **Course Prefix** | **Subject** |
| ACC | Accounting |
| ACM | Arts and Cultural Management |
| ADM | Administration |
| ADV | Advertising |
| AHB | Applied Human Behavior |
| AIS | Applied Indigenous Studies |
| ANS | Asian and North African Studies |
| ANT | Anthropology |
| APMS | Applied Physics & Materials Science |
| ARB | Arabic |
| ARE | Art Education |
| ARH | Art History |
| ARHI | Art History (Personalized Learning) |
| ART | Art |
| AS | Aerospace Studies |
| ASN | Asian Studies |
| AST | Astronomy |
| AT | Athletic Training |
| BA | Business Administration |
| BASW | Bachelor of Arts in Social Work |
| BBA | Bachelor Business Administration |
| BE | Bioengineering |
| BIO | Biological Sciences |
| BME | Bilingual and Multicultural Education |
| BSC | Biological Sciences |
| BSCI | Building Science |
| BUS | Bachelor of University Studies |
| CAL | College of Arts and Letters |
| CCHE | Community College Higher Ed |
| CCJ | Criminology and Criminal Justice |
| CCS | Comparative Cultural Studies |
| CCSU | Comparative Cultural Studies (Personalized Learning) |
| CENE | Civil and Environmental Engineering |
| CENS | College of Engineering and Natural Sciences |
| CHI | Chinese |
| CHM | Chemistry |
| CIE | Center for International Education |
| CINE | Cinema |
| CIT | Computer Information Technology |
| CLA | Classical Studies |
| CM | Construction Management |
| CMF | Creative Media and Film |
| COE | College of Education |
| COM | Communication |
| COMU | Communication (Personalized Learning) |
| CPP | Clinical Psychology |
| CS | Computer Science |
| CSD | Communication Sciences and Disorders |
| CST | Communication Studies |
| CTE | Career and Technical Education |
| CYB | Cybersecurity |
| DH | Dental Hygiene |
| DIS | Disability Studies |
| ECI | Curriculum and Instruction |
| ECO | Economics |
| EDF | Educational Foundations |
| EDL | Educational Leadership |
| EDR | Educational Research |
| EDU | Education Yuma |
| EE | Electrical Engineering |
| EES | Earth & Environmental Science |
| EGR | General Engineering |
| EIT | Entrepreneurship & Innovative Thinking |
| EMGT | Emergency Management |
| ENG | English |
| ENT | Entrepreneurship |
| ENTY | Entrepreneurship |
| ENV | Environmental Sciences |
| EPS | Educational Psychology |
| ES | Ethnic Studies |
| ESE | Education, Special Education |
| ETC | Educational Technology Curriculum |
| FIN | Finance |
| FIT | Fitness |
| FOR | Forestry |
| FRE | French |
| FW | Fitness Wellness |
| FYS | First Year Seminar |
| GC | Graduate College Course |
| GCS | Grand Canyon Semester |
| GER | German |
| GLG | Geology |
| GRK | Greek |
| GSP | Geographic Science & Community Planning |
| HA | Hospitality Administration |
| HHS | Health and Human Services |
| HIS | History |
| HIST | History (Personalized Learning) |
| HISY | History |
| HON | Honors |
| HPI | Health Policy Institute |
| HS | Health Science |
| HUM | Humanities |
| HUMA | Humanities (Personalized Learning) |
| ICJ | Indian Country Criminal Justice |
| ID | Interior Design |
| IH | Interdisciplinary Health |
| INF | Informatics and Computing |
| INT | Intelligence Studies |
| ISM | Information Systems |
| ITA | Italian |
| ITG | Innovative Thinking |
| JLS | Journalism |
| JPN | Japanese |
| JUS | Justice Studies |
| LAN | Language |
| LAS | Latin American Studies |
| LAT | Latin |
| LEA | Strategic Leadership |
| LS | Library Science |
| MAT | Mathematics |
| MATH | Mathematics (Personalized Learning) |
| ME | Mechanical Engineering |
| MER | Merchandising |
| MGBA | Master of Global Business Adm |
| MGMT | Management (Personalized Learning) |
| MGT | Management |
| MKT | Marketing |
| MOL | Organizational Leadership |
| MS | Military Science |
| MST | Museum Studies |
| MUP | Music Performance |
| MUS | Music |
| NAU | Northern Arizona University |
| NAUY | Northern Arizona University |
| NAV | Navajo |
| NSE | National Student Exchange |
| NTS | Nutrition Science |
| NUR | Nursing |
| OTD | Occupational Therapy Doctorate |
| PADM | Public Administration |
| PE | Physical Education |
| PHA | Physician Assistant Studies |
| PHI | Philosophy |
| PHIL | Philosophy (Personalized Learning) |
| PHO | Photography |
| PHS | Physical Science |
| PHSI | Physical Science (Personalized Learning) |
| PHY | Physics |
| PLD | Personalized Learning Division |
| POR | Portuguese |
| PM | Project Management |
| POS | Political Science |
| PR | Public Relations |
| PRM | Parks and Recreation Management |
| PSY | Psychology |
| PT | Physical Therapy |
| REL | Religious Studies |
| RUS | Russian |
| SA | Study Abroad |
| SBS | Social and Behavioral Sciences |
| SCI | Science Education |
| SCIN | Science (Personalized Learning) |
| SE | Software Engineering |
| SHP | School of Health Professions |
| SIMY | Service Industry Management |
| SOC | Sociology |
| SOCI | Sociology (Personalized Learning) |
| SPA | Spanish |
| SPAN | Spanish (Personalized Learning) |
| STA | Statistics |
| STAT | Statistics (Personalized Learning) |
| STR | Strategic Communication |
| SUS | Sustainability |
| SW | Social Work |
| SWS | Southwest Studies |
| SYS | Second Year Seminar |
| TH | Theatre |
| TSM | Teaching Science and Math |
| USC | Undergraduate Studies Course |
| VC | Visual Communication |
| WGS | Women's and Gender Studies |
| WLLC | World Language Literature and Culture |

1. Course Lines

The University currently uses the following courses for the in-depth study of an aspect, concept, or problem in existing plans of student. Such courses share a common purpose and style but are intended to increase curriculum flexibility. These course lines may be used by any department and would then carry the appropriate departmental code.

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| **Undergraduate Course Lines** | |
| 199 Special Topics (1-3) | Foundations of intellectual inquiry. In-depth study of a substantive problem. Letter grade only. May be repeated for up to 6 units of credit. *A specific topic may be offered under this course line no more than three times.* |
| 208 Fieldwork Experience (1-6) | Supervised field experience in an appropriate organization, for students with limited background in a discipline. Pass-Fail only. |
| 279 Introductory Undergraduate Research (1-6) | Supervised research experience for students with limited background in a discipline. Pass-Fail or letter grade. May be repeated for up to 12 units of credit. |
| 299 Special Topics (1-3) | In-depth study of an aspect, concept, or problem. Letter grade only. May be repeated for up to 6 units of credit. *A specific topic may be offered under this course line no more than three times.* |
| 389 Cooperative Education (1-12) | Individualized preplanned cooperative employment experience related to your field of study or career objectives. Pass-Fail only. May be repeated for up to 12 units of credit. ([Cooperative Education Form](https://policy.nau.edu/policy/Documents/Cooperative_Education_Form_121317.pdf)) |
| 399 Special Topics (1-3) | In-depth study of an aspect, concept, or problem. Letter grade only. May be repeated for up to 6 units of credit. *A specific topic may be offered under this course line no more than three times.* |
| 408 Fieldwork Experience (1-12) | Individualized supervised field experience in an appropriate agency or organization. Pass-Fail only. May be repeated for up to 12 units of credit. |
| 466 Legislative or the Washington Center Internship (1-12) | Supervised internship in the Arizona Legislature or the Washington Center. Students are selected on a competitive basis, and you must apply the term prior to the internship. Students must meet requirements of the program to be eligible. Course enrollment is handled by the internship coordinator after final selections have been made. Pass-Fail only. |
| 485 Undergraduate Research (1-6) | Individualized original research under the supervision of a research advisor. Pass-Fail or letter grade. May be repeated for up to 12 units of credit. |
| 497 Independent Study (1-6) | Individualized approach to selected topics by guided reading and critical evaluation. Pass-Fail or letter grade. May be repeated for up to 6 units of credit. ([Independent Study Form](https://policy.nau.edu/policy/Documents/Independent_Study_Form_FINAL.pdf)) |
| 499 Contemporary Developments (1-3) | Examines recent trends and investigations in a selected area. Letter grade only. May be repeated for up to 6 units of credit. *A specific topic may be offered under this course line no more than three times.* |

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| **Graduate Course Lines** | |
| 566  Legislative or The Washington Center Internship  (1-12) | Supervised internship in the Arizona Legislature or the Washington Center.  Students are selected on a competitive basis, and you must apply the term prior to the internship.  Students must meet requirements of the program to be eligible.  Course enrollment is handled by the internship coordinator after final selections have been made. Pass-Fail only. |
| 587 Professional Development Seminar (1-3) | Designed to assist in preparing you for entry into your professional arena. Pass-Fail or letter grade, depending on department policy. |
| 593 Workshop (1-3) | Topical instruction involving exchange of ideas, practical methods, skills, and principles. You may count up to 6 units of 593 toward your graduate plan. Pass-Fail only. |
| 597 Reading for Comprehensive Exam (1-9) | Preparation for comprehensive examination. Pass-Fail only. |
| 599 Contemporary Developments (1-3) | Examines recent trends and investigations in a selected area. Pass-Fail or letter grade, depending on department policy. *A specific topic may be offered under this course line no more than three times.* |

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| 608 Fieldwork Experience (1-12) | Supervised field experience in an appropriate agency, organization, or situation. May not exceed 12 units of credit. Pass-Fail only. |
| 685 Graduate Research (1-6) | Individualized directed research on selected topics. Pass-Fail or letter grade, depending on department policy. |
| 687 Professional Development Seminar (1-3) | Designed to assist in preparing you for entry into your professional arena. Pass-Fail or letter grade, depending on department policy. |
| 689 Final Project (1-9) | Individualized final or capstone project. Pass-Fail or letter grade, depending on department policy. |
| 697 Independent Study (1-3) | Individualized directed study on selected topics. Pass-Fail or letter grade, depending on departmental policy. Note that no more than 3 units may be included on a master's plan in education. ([Independent Study Form](https://policy.nau.edu/policy/Documents/Independent_Study_Form_FINAL.pdf)) |
| 698 Graduate Seminar (1-3) | Reading and discussion on selected advanced topics. Pass-Fail or letter grade, depending on department policy. |
| 699 Thesis (1-9) | Individualized directed research, writing, and oral defense of selected thesis topic. Pass-Fail only. prerequisite: admission to master's plan. |
| 799 Dissertation (1-9) | Individualized directed research, writing, and oral defense of selected dissertation topic. Pass-Fail only. |

## **Responsibilities**

**Academic Unit Faculty**: design and offer courses appropriate to the level offered and meet curricular needs. Curriculum has coherent course sequencing and structure designed to achieve the intended student learning outcomes in a manner that both students and faculty can articulate the rationale behind the sequencing and structure of the degree program.

## **Procedures**

There are no procedures associated with this policy*.*

## **Related Information**

### **Forms or Tools**

[Cooperative Education Form](https://policy.nau.edu/policy/Documents/Cooperative_Education_Form_121317.pdf)

[Independent Student Form](https://policy.nau.edu/policy/Documents/Independent_Study_Form_FINAL.pdf)

### **Cross-References**

[Academic Credit](https://nau.edu/university-policy-library/academic-credit/)

### **Sources**

[Arizona Board of Regents Policy 2-224](https://public.azregents.edu/Policy%20Manual/2-224-Academic%20Credit.pdf)

[Arizona Board of Regents Policy 2-226](https://public.azregents.edu/Policy%20Manual/2-226-Academic%20Course%20Numbering.pdf)

## **Appendix\***

[Academic Catalog](https://catalog.nau.edu/Courses/)

\*Disclaimer: all documents, links, or other materials included in this policy’s appendix are provided  
solely for the user’s convenience and are not part of official University policy.