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## Policy AC014: Course Numbering

Recommended for Approval by:

A handwritten signature in black ink, appearing to read "Brenda Fredette".

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Dr. Brenda Fredette, Interim VP for Academic Affairs and  
Provost, Pennsylvania Western University

Approved by:

A handwritten signature in black ink, appearing to read "L. Lorraine Bernotsky".

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Dr. Lorraine Bernotsky, Acting President, Pennsylvania Western  
University

Effective Date: 07/01/2022

Revised: 03/02/2023

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### A. Intent

To define the course numbering system at the undergraduate and graduate levels.

### B. Definition(s)

Advanced undergraduate coursework: A course that is numbered between 3000 and 4999 is considered Advanced Coursework. The advanced courses require the development and application of more complex skills such as analysis, evaluation, and/or synthesis, leading to advanced depth of knowledge. Courses that are between 2000 and 2999 may apply, via a memo from the department chairperson to the Dean, for Advanced Coursework status if they are able to demonstrate that the course is required for candidacy or entrance into a specialized program, or if students achieve the development and application of skills typically reflective of advanced-level coursework.

Developmental Course: A course designed to provide pre-college remediation in a specific discipline in order to prepare the student for college-level work in that discipline. For example, a developmental course in mathematics would review critical mathematical topics typically covered at the high school level, and which are essential for success in college-level mathematics study.

Graduate Student: A university student who has received a Bachelor's degree and is pursuing an additional advanced degree.

Undergraduate Student: A university student who has not yet received a Bachelor's degree.

### C. Policy

Courses numbered 0500-0999 are developmental courses at Pennsylvania Western University.

Courses numbered 1000 through 4999 are undergraduate courses. Courses numbered 5000 through 9999 are graduate courses. In certain circumstances, undergraduate students are permitted to take graduate courses. Students should refer to related policies below.

<b>General Course Numbering</b>	
0500-0999	Developmental Undergraduate Courses
1000-2999	Introductory Undergraduate Courses
3000-4999	Advanced Undergraduate Courses
5000-6999	Introductory Graduate Courses
7000-7999	Advanced Graduate Courses
8000-8999	Doctoral Level Graduate Courses
9000-9999	Doctoral Level Advanced Courses
<b>Special Reserved Course Numbers</b>	
2950	Assoc. Degree Internships
3900	Independent Study
3950	Co-ops
4240-4250	Student Teaching (UG)
7240-7250	Student Teaching (GR)
4930-4945	Clinical & Practicum Experiences (UG)
7930-7945	Clinical & Practicum Experiences (GR)
9940	Clinical & Practicum Experiences (Doctoral)
4900	Capstone Courses (UG)
4950-4959	Internship (UG)
7950-7959	Internship (GR)
9950-9959	Internship (Doctoral)
3990	Seminars (UG)
3995	Special Topics (UG)
6990	Seminars (GR)
6995	Special Topics (GR)
8990	Seminars (Doctoral)
8995	Special Topics (DR)
7990	Master's Thesis
9990	Doctoral Project

Credits earned taking developmental undergraduate courses do not count toward meeting graduation requirements, but the course or equivalent competencies may be used to meet prerequisite requirements for other courses. An academic program cannot require developmental courses as part of the program graduation requirements.

**D. Procedure(s)**

Not Applicable.

**E. Related policies**

Academic Degrees, PASSHE Policy 1990-06-A

Accelerated Bachelor to Master's Degree Programs Policy (AC005)

Course Substitution Policy (AC045)

Graduation Requirements Policy (AC028)

Undergraduate Enrollment in Graduate Courses Policy (AC023)

**F. Contact Information**

For additional information, please contact the Office of the Registrar.

**G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.