Cheyney University Policy Number AA-2010-1004

Policy on Course Numbering

Approved by: President’s Cabinet/ Academic Affairs Council

History: Revised - 2-17-2009

Additional History - n/a

Related Policies: n/a

Additional References: n/a

Cheyney University has adopted the following conventions in course numbering to provide information about the course as it pertains to students expected progress in a program. The conventions are as follows:

1. Pre-requisite courses must not have a higher course number than a course in the same program that it gains access to.
   a. It is strongly suggested, although not required, that the above statement hold true of prerequisites hosted in other programs whenever possible.

2. Course numbers will only be defined by three digits.

3. The first digit will be used to indicate whether the particular course is an undergraduate or graduate level course. Undergraduate courses will be designated with a value ranging from 0 to 4 (i.e., 0xx through 4xx) while graduate courses will be designated as either a 5 or 6 (i.e., 5xx or 6xx), with the understanding that lower-level courses will be assigned lower first digits.

4. The second digit will be used to designate the level of difficulty of the course, with higher second digits indicating a more advanced course than that designated with a lower number.

5. The third digit will be used to communicate, when applicable, that multiple courses should be taken in a particular sequence.