

COURSE NUMBERING

POLICY

Ridgewater College is committed to consistent practices for course numbering. This policy is in alignment with [Minnesota State Guideline 3.36.1.1](#) – “Course Numbering Convention.”

1. Number of digits:
 - Developmental Courses = 2 digits
 - Transfer Courses = 3 digits
 - Technical Courses = 4 digits
2. First digit of transfer or technical courses should be either a “1” or a “2” (not 3, 4, or higher) in order to conform to national guidelines that “1” represents first-year curricula, “2” represents second-year curricula, etc.
3. Courses which are merged or sequenced (even if the content is the same) should be assigned new course numbers (e.g., DISC 101-2-3 becomes DISC 111-112.)
4. Reference should be made to historical course numbering records when choosing new numbers (data to be provided for each discipline/program).
5. When there is a significant change (typically 25% or more) to course outcomes, a new course number should be used.

History:

01.13.97 Adopted

02.21.17 Proposed

03.13.17 Adopted