

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 and level. Courses will have 3- or 4-digit numbers. The first digit designates course level. The numbering system is as follows:
 - 09XX - Developmental courses – Designated to prepare students for entry into college-level courses and do not apply towards 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
2. 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.)
3. Reference should be made to historical course numbering records when choosing new numbers (data to be provided for each discipline/program).
4. When there is a significant change (typically 25% or more) to course outcomes, a new course number should be used.
5. Special topics/projects courses should be assigned a course number of 2950, in most cases. Special Topics courses that have specific MnTC Goal Areas assigned to them should be numbered using the assigned goal in the 2nd, 3rd or 4th digit of the course number. For example, HIST 2570 is a Special Topics – goals 5 and 7 or SOC 2507 is Topics in Sociology – goals 5 and 7.

History:

01.13.97 Adopted

02.21.17 Proposed

03.13.17 Adopted

11.25.2020 Proposed – Reviewed and Revised for Equity Compliance

05.10.2021 Revised