

Course Numbering

Undergraduate Level Course Numbering Should Be Assigned as Follows:

- 100-199 courses under the College of Agriculture and Life Sciences are offered by the Agricultural Institute and are designed to meet specific requirements of the Associate of Applied Science degree.
- 100-299 courses are intended primarily for freshman and sophomores [290-299 introductory seminars and special topics courses intended primarily for freshman or sophomores]
- 300-399 courses are intended primarily for juniors
- 400-499 courses are intended primarily for seniors [490-498 advanced undergraduate seminars and special topics courses; 499 advanced undergraduate research]

Graduate Level Course Numbering

For Graduate course numbering and associated grading method guidelines see the [Graduate Handbook](#).

Dual Level Course Numbering (400/500 Level Courses)

The practice of a department teaching a 400-level and 500-level course in the same subject matter is called a "dual-level" offering. Both courses should bear the last two digits at each level (example: PY 414/514) and must have the same course title, credit hours, grading method, etc. Such proposals are expected to reflect the different needs and abilities of students taking the 500-level version of the course and students taking the 400-level version. Therefore, all requests for dual-level use must address how the performance expectations will be greater and performance evaluation more rigorous for students taking the 500-level course. On the CIM Course form select the dual level radio button and the corresponding course number will appear, complete the form detail and the approval workflow will move the course proposal through the Undergraduate and Graduate approvals.