



Office of the University Registrar

Course Numbering Policy

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Overview

The purpose of this course numbering policy is to provide a standardized and consistent system for assigning numbers to courses offered at Emory University. This policy aims to facilitate effective course planning, student registration, and efficient academic administration. Courses offered at Emory University are identified by subject and catalog number. The course numbering system helps students find the appropriate courses for their academic interest. This document presents general guidelines regarding course numbering. Courses are assigned a unique alphanumeric code consisting of a combination of letters and numbers.

Applicability

This policy applies to all schools at Emory University.

Policy Details

A. Course numbers



Course numbers are three-digit numbers, where the first number represents the level of the course.

100 – 299 Lower-division courses primarily for undergraduate freshmen and sophomores. **Criteria:** Lower-division courses generally focus on foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking in order to provide a broad basis for more advanced courses. The primary intent of lower-division coursework is to equip students with the general education needed for advanced study and to provide a foundation for specialized upper-division coursework.

- **100 – 199:** These numbered courses are primarily introductory and foundational knowledge at the undergraduate level. Courses at this level generally have no prerequisites unless it is part of a sequence.
- **200 - 299:** These numbered courses present fundamental knowledge in a particular field or discipline at the undergraduate level. These courses are intermediate courses and generally intended for students in the sophomore and pre-junior classification.

300 – 499: Upper-division courses primarily for undergraduate juniors and seniors. **Criteria:** Upper-division courses are specialized, in-depth, and advanced, and emphasize problem-solving, analytical thinking skills, and theoretical applications. These courses often build on the foundation provided by the skills and knowledge of lower-division courses.

- **300 – 399:** These advanced-intermediate courses are generally intended for students with pre-junior and junior classification.
- **400 – 499:** These advanced-level courses are generally intended for students with senior classification.

500 – 599: 1st year master's degree. These numbered courses present introductory or foundational knowledge in a particular field for discipline at a graduate level.

600 – 699: 2nd year master's degree. These numbered courses present fundamental knowledge in a particular field or discipline at a graduate level.

700 – 799: Upper-level graduate. These courses are generally intended for pre-candidacy Doctor of Philosophy track or doctoral students.

800 – 899: Upper-level graduate. These courses are generally advanced seminar and lecture courses for research-based and doctoral degrees.

900 – 999: Upper-level graduate. These courses are for independent graduate study involving advanced research, thesis or dissertation and are to be used only by Doctor of Philosophy degree programs.

B. Course Discipline



Course prefix letters or abbreviations are used to represent the discipline or subject area to which the course belongs. These designations should align with the academic departments or programs offered by the institution. Example: ECON - Department of Economics

C. Catalog Numbers with Letters (Suffix Letters)

Certain courses have a letter after a three-digit catalog number:

- A course number ending in A or B indicates a "sequence" course; usually an undergraduate honors sequence, in which both parts must be completed to earn credit for the sequence.
- A course with the number followed by the letter L is a laboratory course.
- A course with the number followed by the letter R is repeatable for credit course.
 - *Courses that have specified in the title that are topic courses do not require the letter R after the course number. All other courses that are repeatable, but do not have specified in the title that are topic courses, will have the letter R following the course number.*
- A course with the number followed by the letter W is a continuing writing requirement course for undergraduate level courses.
- A course with the number followed by the letter Z is an advanced course, sometime called honor course
 - *Usually, a parallel course designed for students who are bringing advanced credit i.e., AP or IB credit.*
- A course with the number followed by the letter D usually indicate online or distance learning instruction

D. Additional Catalog Number Designations

- 185/285/385/485: Special Topics
- 170/270/370/470: Special Topics
- 190: First-year Seminar*
- 495: Honors*
- 496: Internship
- 497: Directed Research
- 498: Directed Reading
- 499: Independent Research

E. Cross-Listed Courses

Cross-listed courses are multiple course listings that take place at the same time in the same classroom. Cross-listed courses will have different course prefixes, but their catalog descriptions must have the same title, numbering, learning outcomes, syllabi, permission, GER (Emory College and Oxford College only), component, description, fixed (not variable) credit hours, grading basis, repeat rules and instructor(s). As such, cross-listed courses are considered equivalents and only one of the equivalent courses will be allowed per degree. Special topic, independent study, directed study, thesis, practice teaching, and internship/practicum courses cannot be cross listed.

Definitions

Prefix: A two (2), three (3) or four (4) letter code that identifies the subject area of the course. Examples: CE (Contextual Education), AFS (African Studies), AMST (American Studies)

Course Number: The three (3) digit sequence that identifies level of the course.

Course Suffix: A single or double letter identifier after that course number which specifies the course is offered in an approved, special pedagogical format (e.g., BIOL 1107L).

Cross-Leveled: Courses which share common learning outcomes but are numbered and offered at different levels of rigor.

Cross-Listed: Courses which share common learning outcomes, are numbered the same, and have the same level of rigor, but have different prefixes.



Contact Information

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