Course Numbering Guidelines & Policies –

The below numbering guidelines, with components and grading basis are based off USHE Policy R475. In some instances, components listed by USHE are not in use by the University of Utah. In those cases, the USHE component can, and perhaps should, appear in the course title, but then the course should be assigned the corresponding Utah Component. These have been listed in the table as "USHE Component 'xxx' = Utah Component 'xxx'".

It is best practice to not reuse course numbers as this can have negative impacts on student records, causing errors in repeat processing, transfer articulation, and in how courses are applied to degree requirements.

If you would like to learn how to find used course numbers (including past & present), please contact the Curriculum Management and Academic Planning Office by sending an email to curriculum@utah.edu.

Course Level/Category	Course Numbers	Allowable Components	Grading Basis
Undergraduate, Lower Division	1000 - 2799	Regular Courses *	Graded
Undergraduate, Lower Division	2800 - 2899	Seminars	In-Progress
Undergraduate, Lower Division	2800 - 2999	Field Work, Independent Study, Practicum, Special Projects, Special Topics, Workshops	In-Progress
Undergraduate, Upper Division	3000 - 3799	Regular Courses *	Graded
Undergraduate, Upper Division	3800 - 3899	Seminars	In-Progress
Undergraduate, Upper Division	3900 - 3999	Field Work, Independent Study, Practicum, Special Projects, Special Topics, Workshops	In-Progress
Undergraduate, Upper Division	4000 - 4799	Regular Courses *	Graded
Undergraduate, Upper Division	4800 - 4899	Seminars	In-Progress
Undergraduate, Upper Division	4800 - 4829	**USHE Component** 'Individual Research' = **Utah Component** 'Independent Study'.	In-Progress
Undergraduate, Upper Division	4830 - 4859	**USHE Component** 'Directed Reading' = **Utah Component** 'Independent Study'.	In-Progress
Undergraduate, Upper Division	4860 - 4889	Practicum	In-Progress
Undergraduate, Upper Division	4890 - 4919	**USHE Component** 'Internship' = **Utah Component** 'Practicum'.	In-Progress
Undergraduate, Upper Division	4900 - 4999	Independent Study, Special Projects, Special Topics	In-Progress
Undergraduate, Upper Division	4920 - 4949	Workshops	In-Progress
Undergraduate, Upper Division	4950 - 4989	**USHE Component** 'Field Trips' = **Utah Component** 'Field Work'	In-Progress
Undergraduate, Upper Division	4998 - 4999	Honors Thesis	In-Progress
Undergraduate, Advanced Upper Division	5000 - 5799	Regular Courses *	Graded
Undergraduate, Advanced Upper Division	5800 - 5899	Seminars	In-Progress
Undergraduate, Advanced Upper Division	5900 - 5999	Field Work, Independent Study, Practicum, Special Projects, Special Topics, Workshops	In-Progress
Graduate	6000 - 6799	Regular Courses *	Graded
Graduate	6800 - 6899	Graduate Seminars	In-Progress

Graduate	6900 - 6960	Independent Study, Special Topics	In-Progress
Graduate	6970 - 6979	Thesis Research	In-Progress
Graduate	6980 - 6989	**USHE Component** 'Faculty Research Consultation' = **Utah Component** 'Thesis Research'.	In-Progress
Graduate	6990	Master's Thesis Continuing Registration	In-Progress
Graduate	6900 - 6999	Field Work, Practicum, Special Projects, Workshops	In-Progress
Graduate	7000 - 7799	Regular Courses *	Graded
Graduate	7800 - 7899	Advanced Graduate Seminars	In-Progress
Graduate	7900 - 7960	Independent Study, Special Topics, Workshops	In-Progress
Graduate	7970 - 7979	**USHE Component** 'Dissertation and Project Research' = **Utah Component** 'Thesis Research'.	In-Progress
Graduate	7980 - 7989	**USHE Component** 'Faculty Consultation' = **Utah Component** 'Thesis Research'.	In-Progress
Graduate	7990	Continuing Registration	In-Progress
Graduate	7900 - 7999	Field Work, Practicum, Special Projects	In-Progress

Regular Courses are those that are assigned any of the following components:

- Activity
- Clinical
  - o 'Graded' should be used as the Grading Basis for courses outside the School of Medicine.
  - o 'Pass/Fail' should be used as the Grading Basis for courses within the School of Medicine.
- Discussion
- Ensemble
- Laboratory
- Lecture
- Private Instruction
- Studio