

Course Numbering Policy Policy Number Academic Policies Committee

Applies to: Faculty, students

Supersedes:

Purpose of the policy: Establishes numbering and lettering conventions for courses of various designations.

Policy Details:

1. General numbering scheme.

001--099: Pre-Baccalaureate courses

100--109: Courses satisfying lower division general education requirements in breadth areas A, B, C, D, E & F
Exception: Foreign language courses numbered 105.

100--199: Courses typically taken as a first-year student while pursuing a baccalaureate degree.

200--209: Courses satisfying lower division general education requirements in breadth areas A, B, C, D, E, & F.

200--299: Courses typically taken as a sophomore while pursuing a baccalaureate degree.

300--309: Upper division courses meeting general education requirements in breadth areas B, C, D & F.

300--399: Courses typically taken as a junior while pursuing a baccalaureate degree.

400--499: Courses typically taken as a senior while pursuing a baccalaureate degree.

500--599: Graduate courses which may be taken with instructor's approval by qualified seniors on an elective basis.

600--699: Graduate courses open only to graduate students.

700--799: Credential/Licensure courses.

2. Special courses.

The numbers assigned to the following special courses shall be used by all academic units:

180/280/380/480/580/680/780: Baccalaureate/Master's Special Topics

482/582/682: Baccalaureate/Master's Internships

485/585/685: Senior/Master's Seminar

490/690: Senior/Master's Thesis

491/691: Baccalaureate/Master's Comprehensive Examination

492/692: Baccalaureate/Master's Project

293/493: Supplemental Work (to make up deficiencies in previous coursework)

495/695: Senior/Master's (Field, Applied, Directed) Research

198: Supplemental instruction (SI). SI courses are led by trained peer leaders who utilize collaborative learning activities in small groups to review course content and enhance student experience and performance in another specific course.

199/299/399/499/599/699/799: Baccalaureate/Master's Directed Independent Study

3. Letter suffixes.

Activity, discussion, laboratory, major, and research courses, which are associated with a lecture but may be offered independently from the lecture, shall be given the same number as the appropriate lecture course, with the addition of the suffixes **A**, **D**, **L**, **M**, and **R**, respectively. For example, BIOL 114 (Genetics) and BIOL 114L (Genetics Laboratory).

4. Service learning courses.

The use of **S** in a course number is reserved for courses designated as service learning courses through the university curriculum process. For example, SPAN 208S is an approved service learning course; SPAN 208 is the same course taught using a different methodology.

5. Writing intensive courses

The use of **W** in a course number is reserved for courses designated as writing intensive courses through the university curriculum process. Completion of a W-designated course satisfies the Graduation Writing Assessment Requirement (GWAR). For example, PSCI 485W indicates an approved writing intensive course.

6. Other lettering conventions.

The use of **X**, **Y**, **Z** designate courses in a sequence meeting general education requirements.

There are two limitations: (1) the entire sequence must be completed in order to earn the credit (the student must complete the "Z" course before any units count toward general education requirements); (2) not all units earned in the sequence count toward the requirement, only the number specified (usually three).

7. Courses lasting two or more terms.

Courses that last for two or more terms shall be given sequential numbers, not letter suffixes. Sequential course numbers do not always indicate courses lasting for two or more terms.

8. Courses assigned the same number.

Letters **B, C, E, F, G, H, I, J, K, N, O, P, Q, T, U,** and **V** may be used to distinguish between courses assigned the same number (for example, THEA 103, 103B, 103C). Such courses may or may not be a part of a sequence.

History:

Academic Policies Committee: 10/28/14

Reviewed: Provost: 12/15/2014

Revised: Academic Policies Committee: 02/02/2018

Reviewed: University Senate: 02/20/2018

Reviewed: Provost: 03/01/2018

Revised: Academic Policies Committee: 11/30/2022

Reviewed: Academic Policies Committee: 11/30/2022

Reviewed: University Senate:

Reviewed: Provost: