

Attachment to Resolution #30-12/13-APC, 2nd Reading

HUMBOLDT STATE UNIVERSITY

Course Numbering System

1. General Numbering Scheme.

- 001-099: Remedial courses
- 100-109: Courses satisfying lower division general education requirements in breadth areas A, B, C, D.
Exception: Foreign language courses numbered 105.
- 100-199: Courses appropriately taken in the Freshman year in order to make reasonable and orderly progress toward satisfying baccalaureate degree requirements.
- 200-299: Courses appropriately taken in the Sophomore year in order to make reasonable and orderly progress toward satisfying baccalaureate degree requirements.
- 300-309: Courses meeting upper division general education requirements in breadth areas B, C, D.
- 300-399: Courses appropriately taken in the Junior year in order to make reasonable and orderly progress toward satisfying baccalaureate degree requirements.
- 400: Courses meeting upper division general education requirements in area "E."
- 400-499: Courses appropriately taken in the Senior year in order to make reasonable and orderly progress toward satisfying baccalaureate degree requirements. These courses satisfy the advanced degree requirements for a baccalaureate degree and can satisfy some portion of the requirements for a master's degree, at the discretion of the college/department.
- 500-599: Graduate courses which may be taken 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:

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| 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 course work) |
| 495/695: | Senior/Master's (Field, Applied, Directed) Research |
| 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. Other lettering conventions.

The use of W, 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).

6. 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.

7. 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.

Academic Policies Committee: 03/06/13

University Senate: Passed Unanimously, 04/02/13

President Richmond: Approved, 05/08/13