



Office of the Associate Provost
Academic Programs



Date: May 19, 2015
To: David M. Speak
Chair, Academic Senate

Copy: Provost
Cabinet
Deans
AVP's

From: 
Soraya M. Coley, Ph.D.
President

Subject: **Response to AS-2466-145/AA Guidelines for Course Number Assignments to Aid in Semester Conversion**

I am pleased to support the recommendation of the Academic Senate and adopt the Semester Calendar Course Numbering Guidelines recommended by the Academic Affairs Committee.

I ask the Office of Academic Programs to post these guidelines on the web and include them in a Semester Curriculum Development Guide.

RECOMMENDATION

The Academic Senate unanimously approves and recommends adoption of the following guidelines for course number assignments for the Semester Conversion.

Attachment

1. Academic Senate Report AS-2466-145/AA Guidelines for Course Number Assignments to Aid in Semester Conversion

California State Polytechnic University, Pomona

Academic Senate Report

AS-2466-145/AA

Guidelines for Course Number Assignments to Aid in Semester Conversion

Academic Senate Action:

Unanimously adopted: 2-11-15

Final Disposition:

Transmitted to President: 2-18-15

Recommendation

The Academic Senate unanimously approves and recommends adoption of the following guidelines for course number assignments for the Semester Conversion.

Guidelines for Course Number Assignments

Course numbers consist of a Subject Area, a Catalog Number, and a suffix (optional). Some course numbers are reserved for particular circumstances.

Subject Area Abbreviation

Each academic discipline shall be assigned a subject area abbreviation used to identify courses related to that discipline. Abbreviations shall be two to three characters.

Catalog Number

- The catalog number is a four digit number used to identify a course, and its academic level.
- The first digit of each course number will indicate the academic level of the course.
 - **0** Pre-collegiate level; no credit allowed towards degree requirements
 - **1** Lower division courses, most typically taken by freshmen
 - **2** Lower division courses, most typically taken by freshmen or sophomores
 - **3** Upper division courses, most typically taken by juniors and seniors, may be restricted to such groups; usually have prerequisites; students may earn graduate credit only by exception
 - **4** Upper division courses, most typically taken by juniors and seniors, may be taken by graduate students, may be restricted to such groups; usually have prerequisites; may earn graduate credit
 - **5** Graduate and Credential Program courses, open only to postbaccalaureate students and seniors with prior approval
 - **6** Graduate courses, open only to unconditionally classified graduate students
 - **7-8** Graduate courses, open only to students enrolled in doctoral program
 - **9** Courses designed to provide professional and occupational improvement as part of specialized workshops, seminars, and institutes; no credit allowed towards degree requirements
- The remaining three digits of a catalog number shall be used by departments to indicate sequencing, grouping by discipline, and other advisory curricular information.

Suffixes

Some course numbers may have letter suffixes, used to indicate special attributes or mode of instruction related to the course. Approved suffixes are:

- **A – Activity**, course must be assigned a C/S classification associated with activities
- **L – Lab**, course must be assigned a C/S classification associated with laboratories

- **H – Honors**, course must be approved by the Kellogg Honors College to receive this designation
- **S – Service Learning**, course must be approved by the Center for Community Engagement to receive this designation

Restricted Catalog Numbers

The following three digit numbers may not be used as the first three digits of a catalog number for purposes other than outlined below. By default, the fourth digit shall be zero (0). However, a non-zero number may also be used by departments to provide curricular advisory information.

- **198, 398, 598 Foreign Study Topics**
Study undertaken in a foreign university under the auspices of The California State University International Programs
- **200, 400, 500 Special Study**
a course for individual or group investigation, research, study or survey of a particular problem; must be assigned a C/S classification associated with supervisory work.
- **299/299A/299L, 499/499A/499L 599/599A/599L Special Topics**
a well-defined special topics course usually on a topic or in an area not covered by a regular titled catalog course; may be used to pilot new courses for a maximum of one year; may be assigned a C/S classification associated with lecture, laboratory, activity, or supervisory components
- **441, 442, 541, 542 Internship, Cooperative Education**
a closely monitored, structured course that merges academic experience, personal development, and career exploration and provides meaningful, professional work experiences while meeting specific learning outcomes; progressive learning with prerequisite knowledge from one course to the next is expected if sequential numbers are used
- **461, 462 Senior Capstone, Senior Thesis, Senior Project, Senior Seminar**
an undergraduate culminating experience that reflects upon, integrates, and applies what students have learned in their degree program; progressive learning with prerequisite knowledge from one course to the next is expected if sequential numbers are used
- **691 Directed Research**
Individual research in a specialized area, under the direction of a graduate faculty member; work does not pertain directly to the thesis; must be assigned a C/S classification associated with supervisory work
- **692 Independent Research**
Individual study/investigation and research in a specialized area proposed by the student with the approval, and under the supervision, of a graduate faculty member; work does not pertain directly to the thesis; must be assigned a C/S classification associated with supervisory work
- **694 Master's Thesis/Project Research**
Research conducted in a specialized area under the direction of a faculty member as part of the preparation for writing a thesis or preparing a graduate project; units are part of the 6 semester unit requirement for culminating experience
- **695 Master's Project**
A significant undertaking appropriate to the fine and applied arts or to professional fields that evidences originality and independent thinking, appropriate form and organization, and a rationale described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation; an oral

defense may be required; units are part of the 6 semester unit requirement for culminating experience

- **696 Master's Thesis**

The written product of a systematic study of a significant problem that identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation and evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation; an oral defense of the thesis is required; units are part of the 6 semester unit requirement for culminating experience

- **697 Comprehensive Examination**

preparation for and completion of an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter evidenced through independent thinking, appropriate organization, critical analysis, and accuracy of documentation; preparation may be independent or guided by a graduate faculty member, if a graduate faculty member directs the preparation, a C/S classification associated with lecture or supervisory work should be assigned, otherwise a C/S classification of C78 must be assigned; units are part of the 6 semester unit requirement for culminating experience

- **699 Master's Degree Continuation**

a course that allows candidates who have enrolled in the maximum number of thesis or project units to maintain resident status in order to receive university services; graded on a mandatory credit/no credit basis