UPS 411.101

POLICY ON COURSES: NUMBERING, STANDARD CODES, AND CONTROLLED ENTRY

I. COURSE NUMBERING

The first number in each course designation is intended to indicate the level of complexity of the course. In addition, the first number is a rough index of the students’ year of study at the university. The following are guidelines for course numbering:

001-099 Courses which carry no credit toward a degree or credential. Generally, developmental, remedial, or pre-college in content.

100-199 Lower division courses designed primarily for freshman level, but also open to other students. These courses are generally introductory in nature and usually have no prerequisites.

200-299 Lower division courses designed primarily for sophomore level, but also open to other students. Although there is no clear distinction between lower division courses listed at the 100 or 200 level, there is an inherent assumption that students in these courses have acquired skills appropriate to the second year of university level work.

300-399 Upper division courses designed primarily for juniors, but also open to other students. Third year or junior-level course work is likely to emphasize specialization in the disciplines. It is expected that specific prerequisites be stated to indicate the necessary competencies required for study at this level. These prerequisites cannot consist of junior status or upper-division standing only. These courses do not grant graduate credit.

400-499 Upper division courses designed primarily for seniors, but also open to other students. These courses must have stated prerequisites. These prerequisites cannot consist of senior status or upper-division standing only. Course work is intended to provide depth of understanding or additional focus appropriate to the disciplines. Courses at the 400 level are sufficiently sophisticated for inclusion on graduate study plans if the requirements of UPS 411.100, section VI. B., are met.

500-599 Courses designed for post baccalaureate students who are enrolled in credential, certificate, or advanced degree programs. The courses of study are advanced and specialized in nature and require substantial undergraduate preparation. Undergraduate students may enroll if they have reached senior status, have met the prerequisites required for entry into the course, and have gained the consent of the
instructor. 500-level courses may be used on doctoral study plans if the approved program provides for such use.

**600-699** Courses designed for graduate students beyond the master’s level who are enrolled in doctoral programs. The courses of study involve advanced topics using sophisticated approaches that presume prior study at the graduate level within the same, or a closely related, discipline. Master’s program students may enroll only with consent of both the instructor and the graduate advisor. These courses are closed to undergraduates.

**700-701** Course numbers that provide opportunity for graduate and postbaccalaureate students (including those seeking a credential) to maintain continuous enrollment during a semester when they are no longer enrolled in regular courses. These numbers do not represent courses and do not therefore grant unit credit.

**900-999** Courses specifically designed for professional groups seeking vocational improvement or career advancement. Credit for these courses does not apply to undergraduate or graduate degrees or credentials at the university.

An honors course shall be designated by the letter H with its number. A laboratory course, which accompanies another course, shall be identified by the letter L and a variable topics course shall include the letter T with its number.

### II. FOOTNOTES

Footnotes for use in the semester Class Schedule or the University Catalog shall be designated by the Office of the Vice President for Academic Affairs following consultation with the University Curriculum Committee.

### III. CONTROLLED ENTRY COURSES

A controlled entry course is one that has enrollment requirements in addition to any prerequisite courses. Additional requirements include prior approval of the instructor, special academic advisement, a qualifying exam, a placement test, an audition, a teaching credential, or similar special qualifications.

Departments shall identify courses having controlled entry in the Class Schedule by using an appropriate footnote from the list of Standard University Footnotes. Departments should develop guidelines for enforcing controlled entry requirements. By using Restrictive Scheduling, a department may control entry into a class by major and level. Instructors may initiate withdrawal (a drop) for any student not qualified to undertake the academic work of the course.

Source: University Curriculum Committee

**EFFECTIVE DATE:** June 16, 2015
Supersedes: UPS 411.101 dated 5-9-14 and ASD 15-74