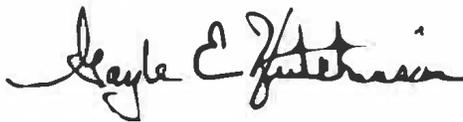


**Office of the President  
California State University, Chico**



**Executive Memorandum 21-027**

**November 1, 2021**

**From:** Gayle E. Hutchinson, President 

**Subject:** Course Numbering Policy; Revision of 17-012 and Supersedes EM 84-001, 88-053, 90-037, 03-021, and 08-025

Upon the recommendation of the Academic Senate and the concurrence of the Provost, I approve the Course Numbering Policy, effective immediately.

<b>Policy Title:</b>	EM 21-027 Course Numbering Policy, Revision of 17-012
<b>Contact:</b>	
<b>Supersedes:</b>	Supersedes EM 84-001, 88-053, 90-037, 03-021, and 08-025
<b>Revision:</b>	EM 17-012
<b>Enabling Legislation or Executive Order:</b>	

**POLICY**

Upon the recommendation of the Academic Senate and the Provost, I approve the following document for implementation. Course numbering serves to identify the course and its sponsor department (based on the subject). When thoughtfully applied, course numbers can communicate valuable information for both evaluating the courses a student has taken and identifying necessary courses yet to be taken. As well, to facilitate transfer and entrance to graduate school, course numbering should communicate necessary information to other universities.

Courses are considered to be pre-baccalaureate, lower-division, upper-division, graduate, and professional development. To facilitate the transfer of courses to and from the California State University, Chico, clear definitions of lower-division and upper-division courses are required. Course numbering should reflect the academic level of the course. Although there are differences in the organization and content of various academic disciplines, in general, distinctions between course levels reflect prior preparatory experience required and perhaps the relative academic challenge presented by the course for students. The following course numbering system is established, with exceptions as stated under Reserved Course Numbers.

**001-099: PRE-BACCALAUREATE**

These courses are generally developmental or preparatory and carry no baccalaureate credit.

**100-199: FRESHMEN OR 1ST YEAR, LOWER-DIVISION**

These courses are designed for freshmen, but may be taken by others. Many community college courses may be comparable.

**200-299: SOPHOMORE OR 2ND YEAR, LOWER-DIVISION**

These courses are designed for sophomores, but may be taken by others. Some community college courses may be comparable.

**300-399: JUNIOR OR 3RD YEAR, UPPER-DIVISION**

These courses are designed for juniors, but may be taken by others. This course designation is appropriate for GE Upper-Division Pathway courses. None of these courses are comparable to community college courses. Since community college courses cannot qualify for upper-division credit, it is presumed that upper-division courses at CSU, Chico are not equivalent to similar courses at any community college.

**400-499: SENIOR OR 4TH YEAR, UPPER-DIVISION OR GRADUATE**

These courses are designed for seniors, but may be taken by others. This course designation is appropriate for senior seminars and courses that require a high degree of disciplinary sophistication or a high degree of specificity in content. It assumes considerable prerequisite knowledge and experience. None of these courses is comparable to community college courses. Students receiving graduate credit for these courses generally are required to complete additional course work beyond that required of students receiving baccalaureate credit.

**500-599: ADVANCED SENIOR OR GRADUATE**

These courses reflect advanced study and are appropriate for both seniors and graduate students. Students receiving graduate credit for these courses generally are required to complete additional course work beyond that required of students receiving baccalaureate credit. These courses can include post-baccalaureate courses that are not permitted to be included in the requirements for graduate degrees, such as those in credential programs.

**600-699: GRADUATE**

Graduate courses are open to post-baccalaureate students only, with the exception of undergraduates who may enroll with permission of the Dean of Graduate Studies. They require the identification and investigation of a theory or principle; application of theory to new ideas, problems, and materials; extensive use of bibliographic and other resource materials; or competence in the scholarly presentation of independent study research.

**700-799: RESERVED FOR FUTURE USE**

## **800-899: OTHER**

These courses focus on problems encountered in professional service and aim to meet the needs of groups seeking vocational improvement and career advancement. They are designed primarily for the purpose of meeting objectives that cannot be served by established graduate and undergraduate courses. Credit for these courses does not apply to degrees. However, in exceptional cases and with the approval of the appropriate program or department and college dean, students may apply these toward degree and credential programs for which such courses are deemed acceptable.

Determination of the acceptability of these courses for degree and credential credit will depend primarily upon course content and approach. Students should not consider registering in these courses for credential or degree purposes without first consulting with the appropriate department.

## **900-999: NON-CREDIT**

These non-credit courses are designed to provide opportunities to pursue cultural, intellectual, and social interests.

## **GUIDELINES**

- Prerequisite courses will have a lower number than the course using the prerequisite.
- Courses numbered 299 and below will be available for community college transfer credit.
- Suffixes may be used and are limited to one character.
- Some suffixes are reserved for specific types of courses.
  - The suffix “H” is reserved for courses designated as honors. Courses so designated must be approved by the University Honors Program for either Honors in General Education or Honors in the Major.
  - The suffix “L” is reserved for laboratory courses.
  - The suffix “W” is reserved for courses approved as writing courses by the University Writing Committee.
  - The suffix “X” is reserved for courses with supplemental instruction.
  - For graduate level 699 courses only, the suffix “P” is reserved for courses with a project component, and the suffix “T” is reserved for courses with a thesis component.
  
- Suffixes which signify a variable unit value will not be permitted.
- Course sequences with suffixes may be numbered sequentially.
- Course numbering must be consistent with the Major Academic Plan (MAP).
- Degree programs need to contain at least 39 units of upper-division work.
- Numbering systems should have appropriate gaps to allow for future curricular changes.

**RESERVED COURSE NUMBERS 189, 289, 389, 489, 589, 689**

Internship and other experience-based courses. These courses involve community work with placement in a public or private agency under the supervision of a qualified professional. A maximum of 15 internship units may be applied to a bachelor's degree (a program or department may limit the number of units which count toward degree requirements).

**198, 298, 398, 498, 598, 698**

Special topics and experimental courses offered on a one-time only basis or new courses offered between catalog years. There is no university limit on the number which may count for a degree. A program or department may limit the number which counts toward degree requirements.

**199, 299, 399, 499, 599**

Special problems courses used for independent study with variable units. Students will be strongly advised to enroll in no more than 3 units of independent study per semester; a total of 6 units may apply toward a bachelor's degree, although a program or department may further limit the number which counts toward degree requirements. Special problems courses numbered 599 and lower may not apply in a master's degree program.

**399H, 499H, 599H**

Honors courses are available only to students admitted to Honors in the Major or Honors in General Education, typically for independent study leading to Honors. These 3- or 6-unit courses are normally taken in the senior year. These units do not count toward the maximums listed in the preceding paragraph.

**696**

Comprehensive Examination: A course designated in some graduate programs to review and synthesize the major theories, themes, and concepts of the discipline or program, culminating in the completion of the comprehensive examination required for the degree. In programs that offer the Comprehensive Examination course, a maximum of 3 units of 696 credit may be awarded, and a Credit/No Credit (CR/NC) grade is assigned.

**697**

Independent Study: A course designated for a specific research project supervised by an authorized member of the faculty. Courses numbered 697 are open to post-baccalaureate students only.

**699**

Master's Study: Separated into a thesis and supporting research or a project as defined by the individual program or department. Enrollment in a 699 course is supervised by the chair of the graduate advisory committee. One to six units of Master's Study credit will be awarded for the completion of a thesis or project and the supporting research for the topic. The number of units

awarded is determined by the program or department. The course may not be taken as Special Session or Open University credit. Normally, enrollment in 699 is limited to classified students or candidates in a master's degree program, although restrictions vary among departments. All 699 courses are assigned a grade of Report in Progress (RP) until all degree requirements are successfully completed, and a grade of Credit (CR) is assigned at that time.