Committee on Instruction and Curriculum

14-15 CIC 10 revised
March 16, 2015

TO: The Academic Senate

FROM: The Committee on Instruction and Curriculum

SUBJECT: 14-15 CIC 10: Approval of Course Numbering Regime Under Semesters

PURPOSE: For approval of the Academic Senate.

ACTION REQUESTED: That the Academic Senate approve the proposed plan for numbering courses when the University moves to a semester-based calendar; upon the President’s signature effective upon conversion to semesters, planned for Fall, 2018

BACKGROUND INFORMATION:
At CIC’s March 16, 2015 meeting, the Committee considered a proposal for a course numbering system. CIC recommends the approval of the below regimen. The use of 3 digit numbers avoids confusion with existing (quarter-based) course numbers and possible record keeping issue with banked or discontinued courses. In addition, there will be fewer courses under the semester calendar, enabling the use of fewer numbers.

PROPOSED POLICY:
Upon moving to semesters, courses will have 3 digit numbers, with a postscript allowed, as described later.

- 0-99: remedial courses (generally, 80-99 will be used) and courses with such numbers shall not be eligible for baccalaureate credit.
- 100-299: lower division courses
- 300-499: upper division courses
- 500-599: post-baccalaureate (including credential) or professional oriented courses
- 600-699: master’s level courses
- 700-799: doctoral level courses
- 900-999 : may be used for record keeping purposes for transfer courses that are not articulated with CSUEB courses (it is currently the case that 9100, for example, is used for such courses)

The following numbers shall be reserved across all prefixes:

- 490 and 690: independent study
- 398, 498, and 698: Co-op Education
- 499 : Capstone
- 495 and 695: Practicum
- 497 and 697: Issues in….1
- 689: Project

1 Such courses will automatically be entered in the Catalog for any degree-granting program, with the course description “Readings, discussion, and research on contemporary and/or significant issues in [the field].” and are not subject to infrequently-offered courses policies.
The three digit number may have a postscript. Only the postscript “L” designating laboratory courses (those using classification code C15 or C16), and “Y” designating activity courses (classification codes C7-C13) will be allowed initially; note that the “L” and “Y” designations will become requirements for laboratory and activity course components. No laboratory or activity course components will be allowed without these post-script designations to ensure that these course components are easily and accurately identified and visible to students. Where appropriate, courses may have the corresponding non-lab or non-activity course component be a co-requisite.

Existing prefixes shall be maintained and the policies regarding the approval and use of the prefixes (currently 08-09 CIC 17) shall continue. It was noted by the Committee that some programs may request an additional prefix due to a relative shortage of numbers.