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**COMMITTEE ON INSTRUCTION AND CURRICULUM**

15-16 CIC 4

October 5, 2015

Amended at 11/3/15 Senate

**TO:** The Academic Senate

**FROM:** The Committee on Instruction and Curriculum

**SUBJECT:** 15-16 CIC 4: 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. This subject was considered again on October 5, 2015. 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 single alpha postscript allowed.

- 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)
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The following numbers shall be reserved across all prefixes and are not subject to infrequently-offered course policies:

- 490 and 690: independent study<sup>1</sup>
- 398, 498, and 698: Co-op Education<sup>2</sup>

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<sup>1</sup> Such courses will automatically be entered in the Catalog for any degree-granting program, with the course description "Students may apply no more than 12 units of independent study in the major department and 8 units in other departments to a baccalaureate degree. Prerequisites: undergraduate students who have at least a 2.0 (C) grade point average and graduate students with at least a 3.0 (B) grade point average in all courses in the field or department in which the Independent Study is to be taken."

- 499: Capstone (senior thesis)
- 493, 693 Project
- 495 and 695: Practicum
- 497 and 697: Issues in....<sup>3</sup>
- 691: University Thesis
- 692: Comprehensive Exam Review
- 699: Department Thesis

If faculty so choose the use of postscripts for their courses, note the the following postscripts (also referred to as suffixes) shall be reserved across all course numbers:

- L (Lab courses)
- Y (Activity courses)
- T (Transitional/Temporary (Bridge) courses)

Postscripts will be limited to the use of letters A – F, with course post-scripts listed in alpha order for sequence courses.

APGS shall provide a course numbering template to serve as a guide and course mapping tool. The template shall identify areas for grouping courses to allow for a comprehensive structure that promotes student understanding across disciplines.

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.

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<sup>2</sup> *Such courses will automatically be entered in the Catalog for any degree-granting program, with the course description “Supervised work experience in which student completes academic assignments integrated with off-campus paid or volunteer activities within the quarter enrolled. Prerequisites: At least 2.0 GPA and departmental approval of activity.”*

<sup>3</sup> *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].”*