TO: The Executive Committee

FROM: Semester Conversion Directors (SCD)

SUBJECT: 14-15 ASCD 6: Curriculum Conversion for Semesters

PURPOSE: For approval by the Executive Committee

ACTION REQUESTED: The SCD request that the Committee on Instruction and Curriculum make policy recommendations in two areas that are important for semester conversion. First, we ask that CIC develop a recommended policy for a new course numbering system to be used on the semester calendar. Second, we ask that the committee review and recommend appropriate changes to the Interpretation of “Significant” Curricular Changes (Nov. 29, 2012) policy on when curricular changes are deemed significant and warrant senate approval. In order to facilitate the upcoming curricular revision work in departments, these tasks should be completed in a timely manner to ensure Senate approval no later than Spring 2015.

BACKGROUND INFORMATION: Semester conversion will require the replacement of all quarter-based classes with semester-based classes. In order to be able to unambiguously distinguish semester classes from quarter classes in the future, a new course numbering system is required. The development of a new course numbering system is standard practice on all campuses that have undergone a conversion. CSU LA and CSU Bakersfield currently have three-digit course numbering systems and have adopted a four-digit system for their conversion to semesters. Other campuses that had been on a four-digit system adopt a three-digit system. See attachment A, Guidelines for Course Numbering and Abbreviations, Suffixes, and Restricted Course Numbers, the CSU LA document, and attachment B, Four-Digit Course Numbering System, the CSU Bakersfield document.

The process of semester conversion will entail the single largest curricular review effort in the history of the University. While the integrity of the review process must be maintained, it is incumbent upon us to ensure that the system of review is efficient and serves the needs of faculty developing proposals and faculty reviewing proposals. As per current policy, department and college committees will continue to review all course proposals and program proposals. However, the conditions under which the Academic Senate and its standing committees review these proposals are somewhat ambiguous. In 2012, at the request of CIC, APGS prepared a list of what they consider to be significant and non-significant curricular changes. The Committee on Instruction and Curriculum should review this document and provide greater clarity to APGS. See attachment C, Interpretation of “Significant” Curricular Changes.
Guidelines for Course Numbering and Abbreviations, Suffixes, and Restricted Course Numbers

COURSE NUMBERING AND ABBREVIATIONS

Course Number
A four digit number is used to identify the course. The numbering of courses, and especially the assignment of level, is primarily a matter of tradition and faculty judgment. Some departments may choose to utilize the second and third digits of the course number to indicate categories of related courses within a program.

Sub collegiate, undergraduate, graduate, and noncredit courses are numbered as shown below.

0000–0999 Subcollegiate level (no credit allowed toward requirements for academic degrees).

1000–2999 Lower division courses (freshman and sophomore level).

3000–3999 Upper division courses (junior and senior level) that do not earn graduate credit.

4000–4999 Upper division courses (junior and senior level) that may earn graduate credit for graduate students.

5000–5999 Graduate courses (graduate level).

6000–6999 Specialized graduate courses for postgraduate students matriculated in the joint Ph.D. program in Special Education or in any other approved doctoral program.

7000–7499 Courses intended primarily for lower division students. Not acceptable toward degree or credential programs at Cal State L.A., but acceptable for professional advancement credit. Unit value credit listed directly following course title on academic record is acceptable for professional advancement credit only when accompanied by CR (Credit) grade.

7500–7999 Courses intended primarily for upper division students. Not acceptable toward degree or credential programs at Cal State L.A., but acceptable for professional advancement credit. Unit value credit listed directly following course title on academic record is acceptable for professional advancement credit only when accompanied by CR (Credit) grade.

8000–8999 Highly specialized courses intended primarily for graduate students. Not acceptable toward degree programs at Cal State L.A., but acceptable for professional advancement credit. Unit value credit listed directly following course title on academic record is acceptable for professional advancement credit only when accompanied by CR (Credit) grade. Courses in the 7000 and 8000 series are not listed in this catalog; their descriptions are carried in extension service announcements when they are offered.

9000–9999 Noncredit courses open to graduate students only.

Course Abbreviations
Each academic discipline has an official program abbreviation that is used to identify the courses in that program or discipline in the catalog; on grade reports, transcripts, major program sheets, and many other documents; and in the Schedule of Classes. These course abbreviations must be used on all program change forms. Course proposal forms must include the appropriate two- to four-character standard abbreviation for the prefix of the program or department that houses that course.

SUFFIXES
Some course numbers may have letter suffixes and some are standard throughout the University. These suffixes may be used to indicate special uses of the course within a particular department. However, to the extent possible, departments are encouraged to rely upon the four digit course number and the catalog description to convey the purpose and any special criteria or circumstances related to the offering of a specific course.

A, B, C, D, E A sequence of courses in which A must be taken before B, B before C, etc., unless description indicates otherwise.

H Specifically designed for Honors College students

**RESTRICTED COURSE NUMBERS**

1. 2950 and 3950 Service Learning and Community Engagement. Departments that wish to make credit available to students working in volunteer capacities with local agencies may request that these courses be added to the curriculum. The agencies and specific placements in them must have prior approval of both the Department Chair and the Faculty Director of Service Learning and Community Engagement. Students would work in community, educational, social service, and recreational activities to receive academic credit.

2. 2980 Prerequisite for UNIV 3980

3. 3980 and 4980 Cooperative Education

These courses give credit for approved paid work experience that articulates with the student’s major as on-the-job experience. A number of restrictions are provided in University policy; the department faculty cooperative education director should be contacted before this course is initiated.

4. 4990 Undergraduate Directed Study This course is already available in all departments. It has variable units and is properly used for faculty-sponsored independent study, usually resulting in some written assignment or other production. Departmental permission to enroll is usually required.

5. 5960 Comprehensive Examinations

These exams are given to master degree candidates and cover all aspects of courses taken in the major. Some departments require comprehensive examinations for undergraduate honors students.

6. 5970 Graduate Research Independent research under guidance of the faculty.

7. 5980 Graduate Directed Study Similar to 4990, but at a more advanced level.

8. 5990 Thesis (or Project) Used by departments whose graduate requirements include a thesis or project. This course has a restricted use; the Associate Dean for Graduate Studies should be consulted for current regulation.
Four-Digit Course Numbering System

1st Digit = Level
- 0*** Pre-collegiate. Courses which carry no-credit toward a degree or a credential.
- 1*** Lower-division courses designed as freshman level, but also open to other students.
- 2*** Lower-division courses designed as sophomore level, but also open to other students.
- 3*** Upper-division courses designed as junior level; may be opened to “advanced” lower division students under special circumstances with prior approval.
- 4*** Upper-division courses designed as senior level not open to lower division students and may be used for post-baccalaureate or graduate credit with prior approval.
- 5*** Graduate courses open to “advanced” seniors, credential candidates, and graduate students.
- 6*** Graduate courses designed primarily for Classified graduate students.

2nd Digit = Sub-Area/Topic
Departments will assign up to 7 sub-areas (0-6) or use this digit for other organizational schemes to bring order to their own course numbering systems. Some digits can be left unused for later allocation.

<table>
<thead>
<tr>
<th>Illustrative Example: Art</th>
<th>Illustrative Example: Chemistry</th>
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<tbody>
<tr>
<td><em>0</em>* Cross-Area Courses</td>
<td><em>0</em>* Inorganic/General Chemistry</td>
</tr>
<tr>
<td><em>1</em>* Studio Art</td>
<td><em>1</em>* Organic Chemistry</td>
</tr>
<tr>
<td><em>3</em>* Art History</td>
<td><em>2</em>* Biochemistry</td>
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<tr>
<td><em>5</em>* Art Education</td>
<td><em>3</em>* Physical Chemistry</td>
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<td></td>
<td><em>4</em>* Analytical and Instrumental</td>
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University-specified Numbers
- *7** Special Topics (*77*), other combinations reserved for future use
- *8** Independent/Individual Study Courses. Reserved course numbers include: 4800 Directed Research, 4840 Community Service Learning, 4850 Individual Study, 4860 Internship, 4870 Cooperative Education, 4880 Directed Study, and 4890 Experiential Prior Learning.
- *9** Senior Seminar Courses (4900/4908) and other gateway courses for the major (2900/3900)

3rd Digit = Course-Distinguishing Number
This digit distinguishes between courses at the same level and within the same sub-area, e.g., Art 3110 (drawing), 3120 (painting), and 3130 (printmaking).

4th Digit = Variants
- ***0 Major courses offered as lecture/discussion or mixed lecture/lab/activity
- ***1 Lab or Activity section associated with a lecture course
- ***8 Courses satisfying both GE and Major requirements
- ***9 GE-only Courses
Interpretation of “Significant” Curricular Changes

Academic Programs and Graduate Studies

November 29, 2012

At the request of the Committee on Instruction and Curriculum, Sue Opp (AVP, APGS) and Sarah Aubert (Catalog and Curriculum Specialist) prepared this list of what we consider to be “significant” and “non-significant” curricular changes. While all curricular changes must have department/program and college curriculum committee approvals, and have been available for the University community to provide comments for a minimum of five days (through posting on Sharepoint and/or the web for the University community) before coming to APGS, curricular changes that are considered “non-significant” do not require approvals beyond APGS, while “significant” changes require CIC and Senate approvals. Please note that this is not meant to be an exhaustive list, but rather an indication of the sorts of modifications and changes that are seen most commonly.

Curricular Modifications and Changes Considered “Non-significant”:
- New courses
- Course modifications (title, units, prerequisites, descriptions, etc.) IF those courses are not required by other programs or departments
- Program modifications that do not impact another program (e.g., changes involve: courses only taught by that program, number of units in that program, description of the program, prerequisites for entry into the program, etc.)

Curricular Modifications and Changes Considered “Significant”:
- Courses for GE credit (both new and existing courses for GE credit must be approved by the GE Subcommittee of CIC, according to Senate policy)
- Courses whose approvals are governed, according to Senate policy, by a Senate committee or subcommittee (e.g., American Institutions, Writing Skills, etc.)
- Course modifications that impact other programs or have the potential to impact other programs
- Program modifications that impact other programs or have the potential to impact other programs
- Course or program additions or modifications that have received opposing comments from other programs