



## University Policy Statement

### UPS 411.101

## **POLICY ON COURSES: NUMBERING AND REQUISITES, STANDARD CODES, CONTROLLED ENTRY, AND CREDIT HOUR**

### **I. COURSE NUMBERING AND REQUISITES**

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, these courses are developmental or support oriented, 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. If a course has prerequisites, they shall be stated as an indication of the necessary competencies required for study. 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 V 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.

## **II. STANDARD CODES**

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.

## **III. CONTROLLED ENTRY COURSES**

A controlled entry course is one that has enrollment requirements in addition to any pre- or corequisites. Additional requirements may include but are not limited to special academic advisement, a qualifying exam, a placement test, language proficiency, an audition, a portfolio review, a teaching credential, or similar special qualifications.

Academic units shall identify courses having controlled entry in the course description. Academic units shall develop guidelines for enforcing controlled entry requirements. Instructors may initiate withdrawal (a drop) for any student not qualified to undertake the academic work of the course.

## **IV. CREDIT HOUR**

The CSUF credit hour definition found in the [Catalog](#) is consistent with the CSU credit hour definition, the federal law, and the requirements of WASC Senior College and University Commission (WSCUC). The CSUF credit hour information is regularly included in the university catalog, and is reviewed annually and revised as appropriate during the catalog update process. During the course scheduling process each semester, departments review course assignments to ensure that credit hour assignments are accurate, reliable, and consistently applied.

Source: University Curriculum Committee

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