



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Division of Academic Affairs

Approved By: Academic Senate
December 6, 2016

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Effective Date: Fall 2017

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Policy on Course Numbering

Purpose: Replaces SP 01-03. Clarifies course numbering in light of the addition of graduate degrees, OLLI courses, and other developments since the school's founding.

Background: The Curriculum Committee has attempted to make our policy on course numbering match current practices to the extent possible.

Accountability: Academic Affairs

Applicability: Program Areas, Students

Policy: Programs are expected to number their courses using this policy.

0-099	Sub-collegiate (no college-level credit) Courses
100-499	Baccalaureate courses
100-299	Lower-Division Courses
300-499	Upper-Division Courses ¹
330-349	Interdisciplinary Courses- without prerequisites (including cross-listed courses)
430-449	Interdisciplinary Courses- may have prerequisite or require permission from the instructor (including cross-listed courses)
490-499	Special Topics- variable topic/credit courses Independent Research Course- variable credit Directed Studies Course- variable topic/credit courses Service Learning/Internship Course- variable credit Senior Thesis Course- variable topic/credit courses Undergraduate Capstone Course
500-699	Graduate and Teacher Credential Courses
700-799	[Reserved for future unseen uses]
800-899	Continuing education units ²
900-999	Credit, non-degree courses
1000-1099	Non-credit, non-graded courses (e.g., OLLI)

¹ State and federal financial aid for undergraduate students is restricted to use on undergraduate courses. Thus, courses for baccalaureate students with a numbering of 500 or higher makes it financially burdensome for students on financial aid.

² 800-899 and 900-999 are used for teachers to earn continuing education units (CEUs) or course credits for certification. As some school districts use CEUs, while others use credits, both are available at CI. The difference is in the amount of instruction time per unit or credit (10 for CEUs, 15 for credits).