

Guidelines for Course Numbering, Abbreviations (Prefixes), Suffixes, and Restricted Course Numbers (Codes)

I. Course Numbering

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. Departments may use the course number's second and third digits 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 courses - no credit allowed toward requirements for academic degrees.

1000–2999 Lower division courses - first-year student/freshman and sophomore levels.

3000–3999 Upper division courses - junior and senior levels that do not earn graduate credit.

4000–4999 Upper division courses - junior and senior levels that may earn graduate credit for graduate students.

5000–5999 Graduate level courses

6000–6999 Specialized graduate courses for postgraduate students matriculated in the approved doctoral programs.

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.

II. Restricted Course Numbers (Course Codes)

2950, 3950 Service Learning and/or Community Engagement - Departments that wish their students working in volunteer capacities with local agencies in community, educational, social service, and recreational activities to receive academic credit may request that these courses be added to the

curriculum. The agencies and specific placements in them must have prior approval from the Department Chair and the Faculty Director of Service Learning and Community Engagement.

2980 Prerequisite for UNIV 3980

3980, 4980 Cooperative Education - These courses give credit for approved paid work experience that articulates with the student's major as on-the-job experience. The restrictions are provided in the University policy. The department faculty cooperative education director should be contacted before this course is initiated.

X540, X541, 4900, 4910 Special Topic courses

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.

4995 Undergraduate Research

5960 Comprehensive Examinations - These exams are given to master's degree candidates and cover all aspects of courses taken in their program. Some departments require comprehensive examinations for undergraduate honors students.

5970 Graduate Research Independent research under guidance of the faculty.

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

5990 Thesis, 5995 Project Used by departments whose graduate requirements include a thesis or project. This course has restricted use; the Associate Dean for Graduate Studies should be consulted for current regulation.

III. Course Abbreviations (Prefixes)

Each academic discipline has an official course abbreviation (prefix) that is used to identify the courses in that program, the discipline in the catalog, or on grade reports, transcripts, major program sheets, and other documents, and in the Schedule of Classes.

The standard abbreviation (prefix) is two to four characters. These prefixes must be used on all curriculum proposals on Curriculog. A list of existing prefixes is in the catalog. A new prefix may be requested on Curriculog (Form 9A).

IV. Suffixes

Some course numbers may have a letter suffix 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.