**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]](#footnote-1)

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]](#footnote-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. [↑](#footnote-ref-1)
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). [↑](#footnote-ref-2)