**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.