Course Numbers – Undergraduate and Graduate Studies

I. POLICY:

Courses numbered 001 through 099 are considered basic skills courses and will not be counted towards the required hours for an associate of arts or science or and bachelor of arts or science degree. Students enrolled in basic skills courses will be assessed a [tuition] surcharge. Courses numbered below 300 constitute the lower division. Courses numbered 300-499 constitute the upper division. Course numbering is based on a pattern that places all classes numbered 100-199 in the first year, 200-299 in the second year, 300-399 in the third year, and 400-499 in the fourth year. Those numbered 500-699 are graduate courses. Student may take a class numbered more than one year above their class rank with special permission from the department chair and the instructor of the class. Classes numbered 500 to 699 may not be used for undergraduate credit without Graduate Council approval.

II. PURPOSE:

The purpose of this policy is to identify the system used for numbering of courses and identify which students are eligible to enroll in upper division and graduate courses.

III. DEFINITIONS:

A. **Associate's Degree**: An Associate of Arts or Associate of Science degree.

B. **Bachelor's Degree**: A Bachelors of Arts, Bachelor of Fine Arts, or Bachelor of Science degree.

C. **Basic Skills Course**: A leveling course required for students performing at a level below that required for certain college level classes such as those in Mathematics, or English.

D. **Class Rank**: Classification of students according to the number of semester hours of credit earned. First-Year are students who have earned fewer than 30 semester hours; sophomores are those who have earned 30 hours but fewer than 60; juniors are those who have earned 60 hours but fewer than 90; seniors are those who have earned 90 hours or more.

E. **Lower Division Course**: Any course numbered 100-299.

F. **Upper Division Course**: See ‘Upper Level Credits’.

G. **Upper Level Credits**: Undergraduate level courses designated with the numbers 300-499. All students graduating with a BA or BS degree must complete a minimum of 42 credits hours of upper division courses, including but not limited to those required for the major.
IV. PROCEDURES:

A. Courses will be numbered according to the policy (Section I) above.

B. Students enrolled in basics skills classes will be assessed, and will pay a tuition surcharge. These classes will not be counted towards the hours required for a degree.

C. Students wishing to enroll in a course number more than one level above their class rank must obtain permission from the instructor and the department chair.

V. RESPONSIBILITY:

A. Students are responsible for enrolling in the appropriate level course, and for obtaining permission when required.

B. Students are responsible for paying any applicable tuition surcharges associated with basic skills classes.

C. Academic programs are responsible for numbering courses according to the policy above.

VI. AUTHORITY:

ASC General Catalog, 2006-2007

VII. HISTORY:

Fall 2006
Revised June 14, 2012
Revised November 13, 2013
Revised March 10, 2015

VIII. ATTACHMENTS: